2018 Appendix B: Coursework Academic Program Review APR Report Template

Please submit the completed APR Report and supporting documentation to apr@unsw.edu.au as soon as available and **prior to Friday 28 September 2018**.

PART 1: COVER SHEET

Program Code(s)	
Program Name(s)	
List dual programs addressed in this review	
List any related programs addressed in this review (e.g. Honours, Graduate Certificate, etc).	
Faculty	
School(s)	
Program Director(s)	
Associate Dean	
Year of last APR Review or the first intake, if not previously reviewed	
Is this program professionally accredited? (please provide details)	
List any external or other formal or informal reviews being undertaken at the same time as the current APR or recently	
How was external input sought (e.g. surveys, focus groups, interviews, written submissions) and which external stakeholder groups were contacted (e.g. employers, industry associations, experts, alumni)?	
How were internal stakeholders (e.g. Dean, Head of School, Program Director, teaching staff and Faculty Administration staff) consulted? Please provide short lists of submissions and meeting details.	
How was current student and recent alumni input sought? (e.g. surveys, focus groups, interviews)	
Meeting dates of the current APR Review	
Chair of Review Panel	
At least one member external to UNSW	
At least one UNSW member external to the faculty responsible for the program	
At least one current student or a student of the program who has completed studies in this program within the last 12 months	
Others	
APR Review Panel support staff	

PART 2: SELF-EVALUATION REPORT

To be completed by the Faculty / School / Program Authority.

1. PROGRAM OBJECTIVES, POSITIONING AND DEMAND

   a) Address the program's objectives and alignment with the UNSW and Faculty strategy

   b) Address the program's positioning, including the target market and any special characteristics

      i. Comment on how the program differs from or compares with other programs in the same faculty, at UNSW and across the higher education sector, nationally and internationally. Address issues of potential overlap and distinctiveness, especially with UNSW programs.

      ii. Discuss entrance requirements and the recruitment strategies being employed, trends in demand and enrolment, and reflect on the viability of the program.

2. PROGRAM COMPLIANCE

Comment on the program's compliance with policies and procedures relevant to it, including

   a) UNSW policies and procedures (including, but not restricted to Educational Quality, Assessment, Program Structure)

   b) Accreditation standards, and the

   c) Higher Education Standards Framework 2015 (where not otherwise addressed in this report).

3. CURRICULUM DESIGN

   a) Comment on the program's learning outcomes

   b) Review the program's curriculum and structure, including

      i. majors, minors, compulsory gateway, research and capstone courses, and

      ii. curriculum alignment (according to the UNSW Integrated Curriculum Framework).

   c) Review the curriculum in relation to

      i. work-integrated learning (including practicums, internships, placements)

      ii. research skill development and

      iii. international engagement (including outbound exchange, off-shore courses and internationally focused experiences)

4. CURRICULUM DELIVERY

   a) Comment on the appropriateness of the delivery methods, including the use of technology in learning and teaching, the integration of digital approaches to learning, the use of blended learning and on-line courses and web resources.

   b) Discuss evidence of the quality of the teaching (including myExperience outcomes) across the program and alignment with UNSW's Education Quality Policy and Procedure.

   c) Review the number, mix and quality of staffing in the program (including the qualifications and experience of teaching staff, professional development, the ratio of sessional to permanent staff, and the ratio of more junior to more senior staff);

   d) Address the adequacy of facilities, systems and administrative process that support the program.

   e) Consider the impact of third-party agreements on the teaching in this program (including PLuS Alliance, or cross-faculty teaching).

5. STUDENT EXPERIENCE

a) Discuss trends in progression, retention and completion rates for the program

b) Discuss trends in student satisfaction and graduate outcomes and satisfaction. Include comparisons with other programs for benchmarking

c) Discuss trends in enrolments of equity groups in the program (equity groups may include Indigenous, low SES, women, international, depending on the characteristics of the program)

d) Discuss the level of preparedness of incoming students, including assumed knowledge and language skills

e) Comment on support provided for students, including language support for international students, student assistance, and scholarships.

f) Comment on the extent to which the program develops a sense of community (including amongst international students), and actively supports feedback

6. OVERALL EVALUATION OF PROGRAM AND FUTURE DIRECTIONS

a) Provide an overall evaluation of the program, addressing strengths, weaknesses, opportunities and risks

b) Provide suggested courses of action, where appropriate, to address any identified issues

c) Comment on current initiatives relating to any innovative developments and review possible future directions for the program(s)

Program Authority / Head of School / Associate Dean

Name:

Signature: Date:

Comments (Optional)

PART 3: APR REVIEW PANEL REPORT

To be completed by the APR Review Panel. The APR Review Panel report should be 5-10 pages.

Provide a summary of the Panel's findings, including

a) A brief overview of the program(s)

b) A brief overview of the APR process

c) An overview of the review findings, including

  o Response to the self-evaluation report
  o The major issues identified by the review
  o Weaknesses, threats and risks
  o Strengths and opportunities for growth

APR REVIEW PANEL COMMENDATIONS AND RECOMMENDATIONS TO THE FACULTY

List the Panel's commendations and recommendations to the faculty.

Commendations identify what the program is doing notably well.

Commendation 1	
Commendation 2	
Commendation 3	

Insert rows as necessary

Recommendations identify areas of weakness or opportunity and outline appropriate remedies.

Number the recommendations to enable the faculty to address each recommendation systematically (in Part 4).

	Recommendation Details	Significance (Major, Moderate, Minor)
Recommendation 1		
Recommendation 2		
Recommendation 3		

Insert rows as necessary

Chair of APR Review Panel

Name:

Signature: Date:

PART 4: FACULTY RESPONSE TO APR PANEL RECOMMENDATIONS

To be completed by the Faculty.

a) Please complete the table below, to provide a summary of the faculty's response to each recommendation of the APR panel.

b) Where the recommendation is rejected please provide reasons and alternate courses of action.

c) Please insert a separate table for each APR Panel Recommendation and Faculty Response.

Faculty Response to APR Panel Recommendation 1

Recommendation 1
Faculty Response and Proposed Strategy*
Resources**
Person Responsible
Timelines (planned start and completion dates)

*Confirm if the recommendation is accepted or rejected

** Confirm that required funding and/or resources will be provided

Faculty Response to APR Panel Recommendation 2

Recommendation 2
Faculty Response and Proposed Strategy*
Resources**
Person Responsible
Timelines (planned start and completion dates)

*Confirm if the recommendation is accepted or rejected

** Confirm that required funding and/or resources will be provided

Faculty Response to APR Panel Recommendation 3

Recommendation 3
Faculty Response and Proposed Strategy*
Resources**
Person Responsible
Timelines (planned start and completion dates)

*Confirm if the recommendation is accepted or rejected

** Confirm that required funding and/or resources will be provided

APPROVAL OF THE FACULTY RESPONSE TO APR RECOMMENDATIONS

Dean

Name:

Signature: Date:

Date tabled at Faculty Academic Quality/Education Committee

Comments (Optional)

APR DATA AND BACKGROUND DOCUMENTATION DOCUMENT

Please provide all the APR review data and background documentation (including meeting notes, consultation input etc) **as a separate document** with a table of contents.