

**University of Glasgow****Academic Standards Committee – Friday 3 October 2014****Periodic Subject Reviews 2014-15: Changes to the PSR Process following Second Cycle Review****Mrs Catherine Omand, Senate Office**

Following the second cycle review of the PSR process, ASC is asked **to note** that the following changes have been made commencing Session 2014-15:

- The Self Evaluation Report (SER) template has been revised to reflect the Enhancement Led Institutional Report (ELIR) technical report (see Appendix 1).
- The estimated length of the SER should be 15-20 pages. [Clerk's note: at briefing sessions recently undertaken with School/Schools to be reviewed during Session 2014-15, there was concern that this length may be too limiting. Schools/Subjects have consequently been advised that this was for guidance to ensure that SERs were not overly long and that the SER could be augmented by additional data, if deemed necessary.]
- A copy of the SER would be provided to Deans (Learning and Teaching) and Vice-Principal and Head of College in advance of the Review as well as a copy of the draft report prior to submission to ASC. This allowed Colleges to provide additional commentary on factual accuracy, to the Panel, if deemed necessary. [Any information provided by the Dean (Learning & Teaching) and/or Head of College would be provided to the School/Subject in advance of the review.]
- The Vice-Principal (Learning and Teaching) would meet with Panel Conveners on 8 October 2014 and would highlight the need for recommendations to be more rigorously reviewed to ensure that they were evidence-based and had enhancing properties. The grouping of recommendations on a theme into a single recommendation would also be encouraged. Attention would also be drawn to Panel Conveners the importance in discussing good practice during reviews and including commendations in the report.
- Clerks to Review Panel will be advised to arrange recommendations depending on the intended person or office taking action forward.
- Schools/Subjects to address recommendations within 6 months of ASC approval (i.e. Reports reviewed at the May meeting of ASC, a progress report was likely to be expected by January for the February meeting of ASC).

**The University of Glasgow  
Periodic Subject Review  
Self Evaluation Report Template  
School/Subject**

**1. Introduction**

**2. School/Subject Context and Strategy**

*2.1 Key Features of the School/Subject Context and Vision*

*2.2 Strategic approach to enhancing learning and teaching*

**3. Enhancing the Student Experience**

*3.1 Admissions, Retention and Success*

*3.2 Equality and Diversity*

*3.3 Supporting students in their learning*

*3.4 Student Engagement*

*3.5 Reflect on the effectiveness of the School/Subject's approaches to enhancing the student learning experience*

**4. Enhancement in Learning and Teaching**

*4.1 Learning and Teaching*

*4.2 Assessment and Feedback*

*4.3 Approaches to identifying, disseminating and extending good practice*

*4.4 Resources for Learning and Teaching*

*4.5 Engaging and Supporting Staff*

*4.6 Reflect on the effectiveness of the School/Subject's approaches to enhancement in learning and teaching*

**5. Academic Standards**

*5.1 Approach to setting, maintaining and reviewing academic standards*

*5.2 Reflect on the effectiveness of the School/Subject's arrangements for securing academic standards*

**6. Collaborative provision (where applicable)<sup>1</sup>**

*6.1 Key Features of the School/Subject Context and Vision*

*6.2 Enhancing the Student Experience*

*6.3 Enhancement in Learning and Teaching*

*6.4 Academic Standards*

**7. Summary of perceived strengths and areas for improvement**

*7.1 Self-evaluation*

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<sup>1</sup> Collaborative activity can be with partners both in the UK and overseas. This includes student mobility arrangements. Information on the types of collaborative activity can be found at: [www.gla.ac.uk/services/academiccollaborations/typesofcollaboration/](http://www.gla.ac.uk/services/academiccollaborations/typesofcollaboration/)

**The University of Glasgow**  
**Periodic Subject Review: Self Evaluation Report**  
**School/Subject**  
**Guidance notes on the preparation of the Self Evaluation Report**

Periodic Subject Review (PSR) is the University's Institution-led subject review required by the Scottish Funding Council. The Self Evaluation Report (SER) is central to the PSR process. The SER should demonstrate the School/Subject's approach to enhancement and provide a sense of the student learning experience. It provides an opportunity for greater reflection on areas relevant to the School/Subject's current situation and an opportunity to reflect on strategy for future development. The SER will set the agenda for the Review visit itself.

The SER template<sup>2</sup> below is indicative of topics for inclusion but is not exhaustive and other areas can be included, if the School/Subject considers them relevant. The SER should approximately be 15-20 pages in length. This can be augmented by supporting data.

### **1. Introduction**

1.1.1 This section should also include a brief outline of the process to develop the Self Evaluation Review e.g. who was involved in the process. This should include consultation with students.

### **2. School/Subject Context and Strategy**

#### *2.1 Key Features of the School/Subject Context and Vision*

2.1.1 This section should provide a (brief) overview of the School/Subject including:

- Range of provision under review
- Staffing
- Significant changes since the last review e.g. restructuring, physical resources

#### *2.2 Strategic approach to enhancing learning and teaching*

2.2.1 This section should detail the School/Subject's overall aims and linkage with the University Learning and Teaching Strategy and College Learning and Teaching Plan.

### **3. Enhancing the Student Experience**

#### *3.1 Admissions, Retention and Success*

3.1.1 This section should:

- Include student numbers over the review period
- Composition and key trends in student population (including alternative routes)
- Approaches to recruitment

<sup>2</sup> The template is based on the Enhancement Led Institutional Review (ELIR) technical report

- Retention and progression rates e.g. first year completion rates should be analysed
- Reference to Destination of Leavers in Higher Education (DLHE Survey) data<sup>3</sup>

### 3.2 *Equality and Diversity*

3.2.1 This section should identify how equality and diversity is supported in relation to admissions, student support and pedagogy.

### 3.3 *Supporting students in their learning*

3.3.1 Detail student support mechanisms including:

- Support for transition<sup>4</sup> and induction
- Specific support for International students, widening participation students, Direct Entry into Year 2, etc.
- Role of Advisers of Studies/supervisors

### 3.4 *Student Engagement*

3.4.1 Analysis of how the School/Subject engages students in their learning.

3.4.2 Approaches to promoting the development of graduate attributes including employability and internationalisation. This can include reflection on the impact of the National Enhancement Theme [Graduates for the 21<sup>st</sup> Century](#).

3.4.3 Effectiveness of feedback mechanisms e.g. role of class representatives and effectiveness of Staff-Student Liaison Committees, use of Student Voice, role of local and institutional surveys and closure of feedback loops.

3.5 *Reflect on the effectiveness of the School/Subject's approaches to enhancing the student learning experience*

## 4. Enhancement in Learning and Teaching

### 4.1 *Learning and Teaching*

4.1.1 Provide an introduction to the School/Subject's approach to enhancing learning and teaching including:

- Curriculum design and development (including reflection on the impact of the National Enhancement Theme [Developing and Supporting the Curriculum](#))
- Approach to Intended Learning Outcomes
- Evaluation of work based learning and placement and whether these continue to meet requirements
- Technology-Enhanced Learning and Teaching e.g. use of Moodle, Mahara, impact of the [E-Learning Strategy](#) in enhancing learning and teaching through technology

<sup>3</sup> Details can be found at: <https://www.hesa.ac.uk/stats-dlhe>

<sup>4</sup> Support for transition is the latest National Enhancement Theme

#### *4.2 Assessment and Feedback*

4.2.1 This section should outline the School/Subject's approach to, and effectiveness of, assessment and feedback including:

- Range of assessment methods
- Engagement with the Code of Assessment and Assessment Policy
- What/how do students receive feedback on assessed work
- Balance of formative and summative assessment

#### *4.3 Approaches to identifying, disseminating and extending good practice*

4.3.1 School and Subjects are encouraged to identify areas of good practice and to highlight how they disseminate and extend good practice within the School/Subject and beyond.

#### *4.4 Resources for Learning and Teaching*

4.4.1 This section may deal with topics such as staffing and physical resources.

#### *4.5 Engaging and Supporting Staff*

4.5.1 The School/Subject should seek to analyse support for staff:

- Probationer and early career development support
- Ongoing support and development during academic career
- Support and training for GTAs

*4.6 Reflect on the effectiveness of the School/Subject's approaches to enhancement in learning and teaching*

### **5. Academic Standards**

#### *5.1 Approach to setting, maintaining and reviewing academic standards*

5.1.1 This section should briefly outline the approach the School/Subject takes to assure the quality of learning and teaching and the student experience. This should include consideration of:

- Course and Programme Approval
- Annual Monitoring
- External Examiners
- Student Feedback
- Subject Benchmark Statements
- Scottish Credit and Qualification Framework (SCFQ)
- Accreditation requirements
- Other external references

*5.2 Reflect on the effectiveness of the School/Subject's arrangements for securing academic standards*

## **6. Collaborative Activity (where applicable)<sup>5</sup>**

### *6.1 Key Features of the School/Subject Context and Vision*

This section should briefly outline key features of any collaborative activity, range of provision and include strategic priorities.

### *6.2 Enhancing the Student Experience*

This section should provide student numbers, approaches to recruitment and how students are supported including during induction, transition and how equality and diversity is supported.

### *6.3 Enhancement in Learning and Teaching*

This section should provide reflection on:

- Curriculum design
- Student engagement
- Approach and effectiveness of assessment and feedback
- Resources for learning and teaching
- Engaging and supporting staff

### *6.4 Academic Standards*

This section should reflect on the effectiveness of the management of collaborative activities; how academic standards are maintained and enhanced.

## **7. Summary of perceived strengths and areas for improvement**

### *7.1 Self-evaluation*

This section should be a conclusion to the self-evaluation and a guide for the Review Panel and should highlight:

- Aspects of provision that are considered to be particularly successful and or worthy of wider dissemination as examples of good/best practice, where the evidence supports this
- Areas recognised for improvement, which should be prioritised, with indications given of how they will be tackled

Gavin Lee/Catherine Omand  
Senate Office  
June 2014

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