



**ACADEMIC QUALITY COMMITTEE
COURSE REVIEW FORM**

Title and Course Code of Course:	
Name of Instructor:	
Department / Non-departmental Core	

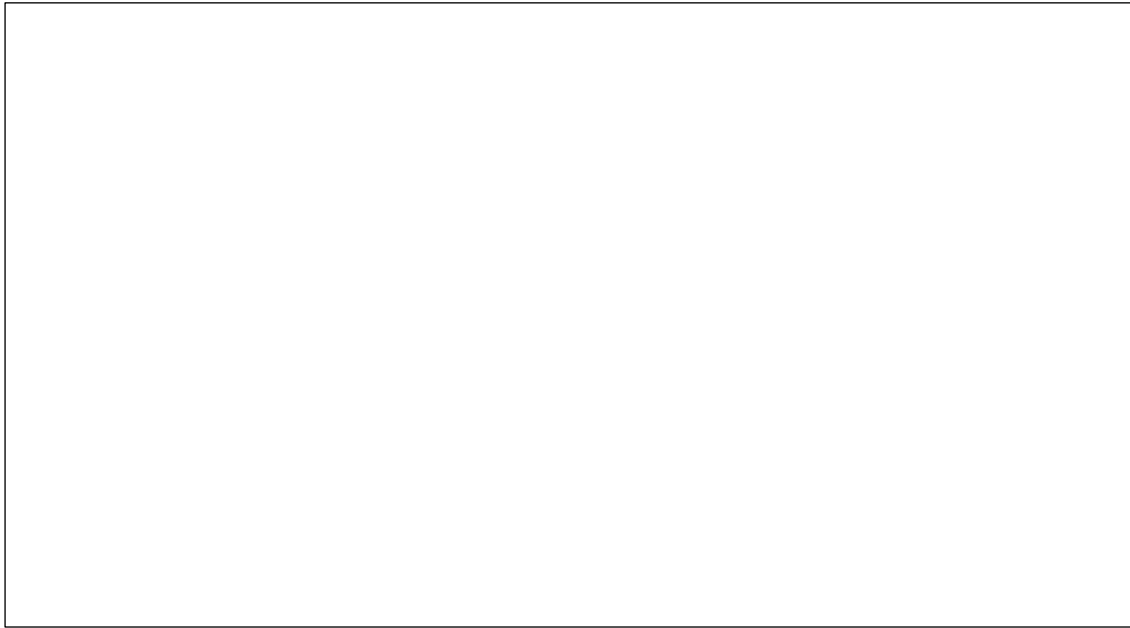
Overall rating of the course (in terms of compliance with quality standards):

	Excellent (Best Practice)
	Adequate (with room for improvement)
	Inadequate (in serious need of remedial actions – see requirements)

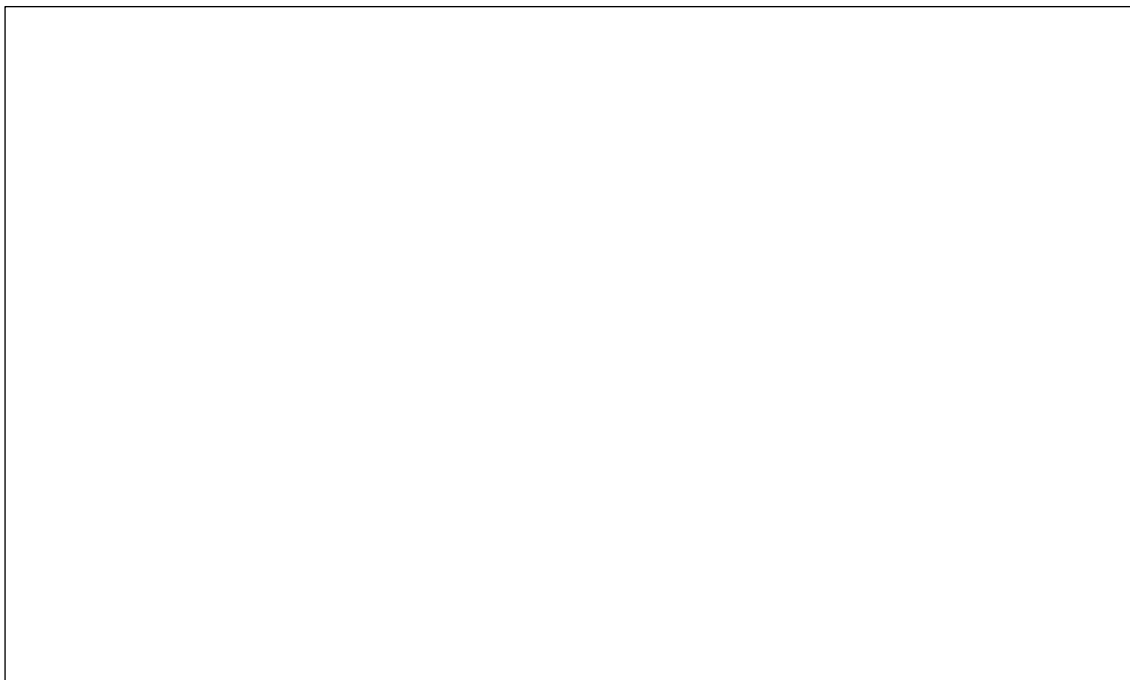
AQC Course Review Checklist:

Quality Aspects	Rating			Comments
	Excellent	Adequate	Inadequate	
Completeness of Folder				
Quality of reflection report				
Clear Course Objectives				
CO in line with Major O.				
Organization of course				
Progression compliance				
Quality (rigour and up-to-dateness) of lecture material				
Quality (rigour and up-to-dateness) of reading material				
Rubrics				
Grading (including avoidance of grade inflation)				
Overall academic level and demands of course (compared to international standards)				If below 'excellent', please recommend benchmarking – required for 'inadequate'

Summary Comments from External Examiner Report



Summary Comments from Student Evaluations



Rating of Course:
Rating of Instructor:
Self-reported Study time:

Summary Comments from HOD

Requirements (these need to be addressed by instructor as a matter of urgency)

Recommendations (these are comments aimed at improving the quality of instruction and course even further)

Signed:

Follow-up plan

(to be agreed with HOD and instructor after feedback meeting):

Date of Meeting:

HOD:

Instructor:

REQUIREMENTS		
<u>Follow-up Actions¹</u>	<u>Time-frame / Deadline</u>	<u>Comments</u>

RECOMMENDATIONS		
<u>Follow-up Actions</u>	<u>Time-frame / Deadline</u>	<u>Comments</u>

Signature HOD

Signature Instructor

Date:

¹ Please list in order of priorities, following straight from requirements and recommendations, taking into account the full range of review input