

Section 4: Programme Management and Enhancement



The Institute
of Contemporary
Music Performance

Part A: Recruitment, Selection and Admissions

Version number	Date approved	Reason for production/revision	Author	Proposed next review date
V1.0	03/09/19 Academic Board	Annual review	Deputy Registrar	Annually and as required
Related policies				
<ul style="list-style-type: none">• ICMP Admissions Policy				
External Reference				
<p><i>UK Quality Code for Higher Education Advice and Guidance: Admissions, Recruitment and Widening Access. ICMP has clear policies and procedures for the selection and admission of students.</i></p>				

1. Introduction

- 1.1. ICMP's approach to the admission of students is set out in our Admissions Policy.
- 1.2. ICMP seeks to ensure that our recruitment, selection and admission processes are accessible, clear, transparent and fair.

2. Admission

- 2.1. Each course page sets out the minimum requirements for admission. ICMP's Admissions team advise on the acceptability of overseas qualifications, drawing on its own expertise and the advice of recognised authorities such as NARIC if necessary.
- 2.2. Minimum standards for English language competence are set in line with UKVI and OfS requirements.
- 2.3. ICMP's website and prospectus both carry information on general entrance requirements and the specific initial offer standard for each programme. The latter may vary from year to year and at the time of confirmation of offers in the light of supply and demand factors, but ICMP maintains minimum acceptance criteria. Approval of the initial offer standard for full-time and undergraduate courses and any subsequent adjustment is given by the Admissions Panel as part of the process to manage the student intake.

3. Data Reporting

- 3.1. ICMP's Data Team produces annual intake profiles, analysing entry qualifications and standards, as well as Equality and Diversity information for each programme, with a view to assisting ICMP in determining the effectiveness of its Equality and Diversity policy.

4. Recognition of Prior Learning

- 4.1. Where entry is granted with advance standing, programme leaders are required to complete the RPL template to map achieved credit to ICMP modules. The form will then be submitted to the Academic Standards and Quality Committee for consideration before being sent to the relevant Awarding Body.

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Part D: External Examiners

Version number	Date approved	Reason for production/revision	Author	Proposed next review date
V1.0	03/09/19 Academic Board	Annual review	Deputy Registrar	Annually and as required
Related policies / documents				
<ul style="list-style-type: none">• UEL Quality Manual, Part 9 The External Examiner System• USW Quality Manual, Section B Course Monitoring• Centre Handbook for Pearson Qualifications• External Examiner Nominations Panel				
External Reference				
<p><i>UK Quality Code for Higher Education</i> Advice and Guidance: external expertise. ICMP makes use of external examiners for independent confirmation that processes are reliable, fair, transparent and comparable of quality and standards at other UK providers.</p>				

1. Introduction

- 1.1. The external examiner system is the process by which we assure ourselves that the academic standards of our programmes are comparable with similar programmes offered elsewhere and that the assessment process has been conducted fairly, in accordance with the approved structure, content and regulations and without prejudice to any students.
- 1.2. ICMP's awarding bodies retain responsibility for the management of the external examiner system.

2. External Examiner Nominations Panel

- 2.1. The External Examiners Nominations Panel has a duty delegated by the Academic Board to assess proposals for External Examiner nominations and make recommendations to the relevant awarding body.

3. External Examiner appointment

- 3.1. External examiners are appointed by the relevant awarding body. The awarding body is responsible for training the external examiner. While ICMP, in certain cases may suggest nominations, it is the awarding body who has the ultimate decision on appointment of external examiners.
- 3.2. Proposed nominations for external examiners are received by the Academic Standards and Quality committee prior to approval by the Academic Board and decision by the relevant awarding body.
- 3.3. The Quality Team hold a record of external examiner programme and module allocation.

4. Annual report

- 4.1. The reports provided by external examiners are an integral part of ICMP's quality assurance and enhancement processes. They form part of the documentation required for annual monitoring and periodic review.
- 4.2. The external examiner report is received by the Quality Team from the relevant awarding body and submitted to the Academic Standards and Quality Committee and Programme Leader.
- 4.3. It is ICMP practice to provide a response to any issues raised by the external examiner. The Academic Standards and Quality Committee is responsible for managing ICMP's internal procedures for ensuring timely and adequate written responses to external examiner reports and to ensure that any resulting action is executed. All responses to external examiners are lodged with the Quality Team.
- 4.4. An annual overview report of issues arising in external examiner reports is prepared for consideration by the Academic Board.

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Part E: Student Engagement

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V1.0	03/09/19 – Academic Board	Annual review	Deputy Registrar	Annually and as required
Related policies				
<ul style="list-style-type: none">• Student Charter				
External Reference				
<i>UK Quality Code for Higher Education ICMP engages students, individually and collectively, in the quality and enhancement of their educational experience.</i>				

1. Introduction

- 1.1. Students individually and collectively are encouraged to play a full part in the decision-making processes at ICMP and are provided with a number of formal opportunities to shape the future of ICMP and to develop and enhance the quality of their educational experience at ICMP.

2. Programme Committee

- 2.1. Students on ICMP programmes are represented by Student Representatives in formal meetings known as the Programme Committee. The Programme Committee is responsible for the overall quality of the programme and meets at least once each semester.
- 2.2. Student Representatives should be elected (or selected by the student body where no election is held) by no later than week two of the first semester. Good practice guidance recommends a minimum of two representative per programme per level.
- 2.3. Training will be provided for all Student Representatives. Training dates will be confirmed at the start of each academic year and will normally take place between teaching weeks 2-4.
- 2.4. A formal record of the Programme Committee Meeting will be made available to the Learning, Teaching and Quality Committee for committee effectiveness and annual monitoring purposes.
- 2.5. The remit of the Programme Committee Meeting is outlined in in the Terms of Reference.
- 2.6. Aspects not covered by the Programme Committee Meeting are:
 - 2.6.1. Personal problems or academic difficulties of individual students
 - 2.6.2. Complaints against members of staff or individual

Note: The formal committees are not appropriate places for dealing with potential student complaints. If a problem is highlighted in the meeting, this should be addressed informally with the student outside of the meeting. It may be appropriate to refer the student to the Student Complaints Procedure.

3. ICMP Student Union

- 3.1. The Student President acts as the elected figurehead of the student body and ensures that views are represented throughout ICMPs academic governance structure.
- 3.2. The Student President is supported by the Student Vice-President, and by voluntary Student Officers, who take on specialised representation roles (diversity, co-curricular, environment etc).

4. The Student Senate

- 4.1. The Student Senate acts as a general sounding board for student opinion. Operating cross programme, the Student Senate is chaired by the Student President and provides a forum within which students can present views on any non-programme-specific matters affecting them.
- 4.2. Issues raised, and actions arising from said issues, are raised via the appropriate Committees by the Student President (or Vice-President) for discussion and action.
- 4.3. The Student Senate is a valuable source of feedback on ICMP wide issues and a key opportunity to discuss and refine ICMP's Annual Quality Improvement Plan with Student Body representation.
- 4.4. Specifically, the Student Senate:
 - receives reports from student representatives on good practice and areas for improvement at institutional-level;
 - updates the student cohort on progress made against 'Your Voice, Your ICMP';
 - receives reports from student representatives on any matters affecting them relating to Facilities, Student Services or other ICMP functions;
 - communicates key updates to the student body.

5. Student representation on academic committees

- 5.1. Student engagement is represented through the academic governance of ICMP.
- 5.2. The Academic Board and Learning, Teaching and Assessment Committee and Research and Scholarly Practice Committee have ICMP student representation.

6. Student surveys

- 6.1. All students are invited to complete module evaluations and the annual student satisfaction survey.
- 6.2. Satisfaction scores and comments are made available to the Programme Leader and shared with the teaching team. It is expected that the programme and module leader will reflect on the outcomes of the surveys as part of annual monitoring activities and identify any necessary modifications or enhancement to the programme.
- 6.3. Additionally, satisfaction scores are made available to the Academic Board, chaired by the Dean of Academic Studies, and its sub-committees. The committees develop an action plan and take action based on feedback from students.
- 6.4. The annual National Student Survey is a census of all UK students in their final year of an undergraduate course. The results are published on the Office for Students website.

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Part F: Accuracy of public Information

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V1.0	03/09/19 Academic Board	Annual review	Deputy Registrar	Annually and as required
Related policies				
<ul style="list-style-type: none">• Public Information Policy• Data Protection Manual				
External Reference				

1. Introduction

- 1.1. ICMP's Public Information Policy governs the process for authoring, approving and publishing content to each of ICMP's designated public information outlets (including, but not limited to, the Website, VLE, Student Gateway, Prospectus and Programme Handbooks).
- 1.2. ICMP's Data Protection Manual details ICMP's policies and procedures for compliance with the Data Protection Act 2018 and includes guidance on the publication of information which may be classified as being in the public interest, sensitive or protected.