

Part 1: Academic Quality Framework

Section 4: Annual Monitoring

1. Introduction

- 1.1. ICMP is committed to the continuous enhancement of its programmes and the student experience.
- 1.2 Annual monitoring forms part of the process by which programmes are monitored and reviewed, thereby ensuring that quality and standards are being met. It also supports the enhancement of learning, student experience and learning opportunities, ensuring, among other things, that the subject matter is current and topical.
- 1.2. Additionally, annual monitoring forms an integral element of the evidence base for programme review.
- 1.3. Annual monitoring applies to all undergraduate and postgraduate programmes at ICMP.
- 1.4. Monitoring activity is overseen by the Academic Standards and Quality Committee on behalf of the Academic Board and is undertaken by Programme Leaders with input from staff and students.

2. Purpose

- 2.1. The purpose of Annual Monitoring is to maintain and enhance the quality of ICMP's programmes, specifically:
 - To confirm that the quality and academic standards of the provision have been maintained in accordance with all relevant external and internal benchmarks
 - To ensure that the programme is aligned with the guidance provided by the UK Quality Code for Higher Education
 - To use data to identify both enhancement opportunities and good practice
 - To address student feedback
 - To address input from External Examiner Reports and other external stakeholders
 - To report on the health of the programme and identify potential risk areas
 - To agree an action plan for the following academic year that addresses areas requiring improvement

3. Ongoing and Annual Monitoring Process

- 3.1. A range of monitoring activity is undertaken both on an ongoing basis and at specific points in the quality cycle to ensure that programmes and modules remain current and effective.

3.2. Ongoing Monitoring

- 3.2.1. Ongoing monitoring activities include:

- Semesterly module evaluations reviewed at programme and institutional level;
- Semesterly Programme Committees that monitor the ongoing action plan and the student experience throughout the year.

- Semesterly Module Leader Reports that review module data

3.3. Annual Monitoring and reporting

3.3.1. Annual monitoring and reporting activities include:

- The production of programme annual reports
- The annual review of programme documentation and information
- The consideration of External Examiner reports
- The annual internal Student Satisfaction Survey

4. Annual Programme Monitoring Review

4.1. The Annual Programme Monitoring Review (APMR) report provides a focus for improvement at module, programme and institutional level.

4.2. All Module Leaders are required to produce a Module Leader Report upon completion of a module. The report will provide an overview of the module, review progress against any module improvement plans and consider student module feedback. The Programme Leader's response to the report forms part of the evidence base for the APMR.

4.3. All programme teams are required to produce an APMR report and objectives on an annual basis. In producing the report, programme teams will use a range of evidence to proactively ensure that the programme's design demonstrates strength and currency in content, delivery and assessment.

5. Evidence Base

5.1. The Annual Programme Monitoring Review report will consider the following:

5.1.1. Module Leader Reports

5.1.2. External Examiner reports

5.1.3. Review and analysis of programme datasets against benchmarks and trends:

- Recruitment and Enrolment
- Attendance
- Completion
- National Student Survey
- Graduate Outcomes

5.1.4. Student feedback

5.1.5. Strengths and areas for improvement

5.1.6. Progress against the previous action plan

6. Student Engagement in annual monitoring activities

6.1. Student Feedback is incorporated into the Annual Monitoring process through:

- Consideration of the National Student Survey results
- Consideration of ICMP Student Satisfaction results
- Consideration of student feedback from Programme Committees
- Consideration of student Module Evaluation Survey results

7. Responsibilities

7.1. Module Leader

The Module Leader will respond to the datasets in the Module Leader Report, as supplied and populated by the Data and Quality teams.

7.2. Programme Leader

7.2.1. The Programme Leader will respond to all Module Leader Reports and identify actions based on the Module Leader's responses.

7.2.2. Each Programme Leader is responsible for producing a Programme Annual Monitoring Review report that considers Module Leader Reports, External Examiner Reports, programme data, and student feedback. Although these reports are principally authored by the Programme Leader, they should include commentary and input from the wider Programme Team as appropriate.

7.3. Registry

7.3.1. The Quality Office works with the Student Records and Data and Systems Team to provide pre-populated report templates and to generate programme data reports, which form the evidence base of annual monitoring.

7.4. Programme Committee

7.4.1. The Programme Committee is responsible for the overall quality of the programme.

7.4.2. The Programme Committee will monitor and review programme and module action plans on a regular basis.

7.4.3. The Programme Committee will consider and approve the Annual Programme Monitoring Review report.

7.5. Academic Standards & Quality Committee (ASQC)

7.5.1. ASQC is responsible for ensuring that the annual monitoring process is followed, and that all programme reports are received in a timely manner.

7.5.2. ASQC will coordinate a review of all programme reports and provide an overview, highlighting issues and good practice of institutional significance, to the Learning, Teaching, and Assessment (LTA) Committee and Academic Board.

7.5.3. ASQC will monitor and review institutional, programme and module action plans on a regular basis.

7.6. Academic Board

7.6.1. The Academic Board holds overall responsibility for the development, management, oversight, monitoring and quality of all programmes across ICMP.

Version number	Date approved	Reason for production/revision	Author	Proposed next review date
V2.2	28/06/22	Degree Awarding Powers	Quality Manager	Annually and as required
V2.1	14/09/20 Academic Board	Annual review	Deputy Registrar	Annually and as required
V2.0	01/09/20 Academic Board	Annual review	Deputy Registrar	Annually and as required
V1.0	03/09/19 Academic Board	Annual review	Deputy Registrar	Annually and as required
Related policies				
AQF sections on Periodic Review and Programme Documentation				
External Reference				
<p><u>UK Quality Code for Higher Education</u>, Advice and Guidance: Course Design and Development. Programmes are designed in line with sector-recognised standards and meet the requirements of the relevant national qualifications framework. Regular monitoring and evaluation are used to drive improvement and enhancement of these processes.</p> <p><u>UK Quality Code for Higher Education</u>, Advice and Guidance: Partnerships. Processes are in place for the management and oversight of all aspects of the student academic experience by ICMP and its Awarding Bodies.</p>				