Document Reference: HE Programme Monitoring and Performance Review (PMPR) Policy and Process

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Approval by: HE Strategy Group
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This policy is written in line with the Expectations and Core practices of the UK Quality Code for Higher Education (Quality Code), which are mandatory for higher education providers in all parts of the UK.

Monitoring and evaluation of higher education is an essential process within providers, forming a fundamental part of the academic cycle. It can, and should, look at all aspects of the higher education experience. All higher education providers are involved in course monitoring and review processes as these enable providers to consider how learning opportunities for students may be improved.

1. Introduction

At course level – programme teams are encouraged to work in partnership with students and stakeholders (employers) to review the content and assessment for each module on the programme. Module evaluation forms should be used for this purpose.

A review of the modules and assessments is performed annually and it is linked with the Key Information Set (KIS)/ UNISTATS submission and all HE course public information. All minor changes must be agreed with the collaborative university partners.

HN programmes minor changes are approved via the BoS within the College. It is conducted between January and March through the following process:

- Call for amendments for any minor changes of the validated modules and assessments within established HE programmes; (HE HoS)
- Programme / Module and assessment structure is reviewed. Minor amendments are proposed and recorded; (HE programme teams)
- PLs complete the report based on the recommendations
- BoS (University or College) is informed and approves
- HE HoS / Administrator amend / update UNISTATS / KIS and public data

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2. HE Programme Monitoring and Performance Review (PMPR) Process

Course level

Review of module and assessments linked with the Key Information Set (KIS) - March

- HE HOS issues call for amendments for any minor changes of the validated modules and assessments within established HE programmes;
- Programme / Module and assessment structure is reviewed. Minor amendments are proposed and recorded;
- BoS (University or College) is informed and approval is granted
- PLs respond based on the recommendations / HE HoS / Administrator amend KIS data

HE Performance Reviews (PR) – Course / School level

(Once every term – 3/4 times/ year)

Programme Leader and \ or relevant HE Heads of School (HoS) and Assistant Principals (AP) report on the HE programme performance at the performance monitoring meetings based on the live and most current key monitoring information, as well as on the actions from the previous PR meeting:

- External Examiner issues
- In house and National Student Survey (NSS) results
- Module evaluations
- Focus group meeting feedback
- Attendance, retention and programme and module level achievement data

Quality Manager and VP of Curriculum identify and advise the HE Strategy Group on areas that fall short of the benchmark.

HE Strategy Group

Oversees the performance review outcomes and confirms the final HE annual provision plan and changes based on the outcomes of the review activities

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3. Template: HE Programme Monitoring and Performance Review (PMPR) - Minor Changes Report

At the Course level – programme teams are encouraged to work in partnership with students and stakeholders (employers) to review the content and assessment for each module on the programme.

Review of module and assessments is performed annually and it is linked with the Key Information Set (KIS) and all HE course public information. All minor changes must be agreed with the collaborative university partners. HN programmes minor changes are approved via BoS within the College. It is conducted between January and March through the following process:

- Call for amendments for any minor changes of the validated modules and assessments within established HE programmes; (HE HoS)
- Programme / Module and assessment structure is reviewed. Minor amendments are proposed and recorded; (HE programme teams)
- PLs complete the report based on the recommendations
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- HE HoS / Administrator amend / update UNISTATS / KIS and public data

Course Title			
Programme Leader			
Head of School (curriculum)			
Date of submission			
BoS meeting date for consideration			
BoS response to request for change: (Approved: Yes/NO) **Comments:**			
Rationale for change:			
Module Title(s):	**Module leader:**	**Proposed Changes: (Assessment methods/delivery/hours/modules, module leaders…….)**	**Updated/New Module spec or assessment briefs forms attached**

Completed forms to be sent to HE Administrator