

Office of Quality, Standards and
Partnerships



UNIVERSITY OF
LINCOLN

QUALITY ASSURANCE MANUAL

Continuous Programme Monitoring

SECTION **03**

Introduction

This document summarises the University's processes for Continuous Programme Monitoring. The University's overall approach to Quality Assurance is detailed fully in Quality Assurance Manual Section 01 – *General Principles and Quality Assurance Policy*.

The University has a duty to ensure that its responsibility for standards and quality is discharged effectively through its procedures for the monitoring and review of programmes. The Continuous Programme Monitoring processes provide an opportunity to continuously review the performance of every programme throughout the course of the academic year, as and when key data becomes available. This is alongside the production of a forward-looking Action Plan.

Complementary to the University's Periodic Academic Review processes (see Quality Assurance Manual Section 06), the Continuous Programme Monitoring processes allow Programme Teams to identify innovations and developments within their provision that enhance the student academic experience and its outcomes. It seeks to explore innovation and entrepreneurship within programmes. It questions whether improvements have occurred, evaluating 'what works' and 'what doesn't' and how Programme Teams close loops on any identified issues or problems that need addressing. With access to key data being provided as it becomes available this provides Programme Teams with up-to-date information to enable them to target and address any concerns as they arise.

The Programme Monitoring (PM) Report and Action Plan are created within an online system, where programme specific data is made available, continuously refreshed and updated during the academic year, and performance rated to support a metrically driven, risk-based approach to monitoring. Programme Teams are required to evaluate the data and provide supporting commentary to highlight any required improvement strategies and/or good practice that can be shared. In addition, the Monitoring Report requires evaluation of student, External Examiner, employer and PSRB feedback.

Continuous Programme Monitoring Stages

A Programme Monitoring Report must be completed during the course of the academic year for all programmes that are engaged with teaching, learning and assessment. Although there are separate monitoring cycles for undergraduate and postgraduate programmes, the following stages apply to both.

CPMS generated PM Reports and Action Plans are created online by Programme Leaders. They are exported for consideration by Subject Committees, alongside Reports for all programmes delivered by Partners and associated Link Tutor Reports.

Stage 1 - Subject Committee

Further to Subject Committee Approval, all documents are forwarded to the relevant Head of School/Department where key issues and common themes and trends are extracted from all the reports and summarised in a School/Department Overview Report.

Stage 2 - Head of School/Department

School Overview Reports, PM Reports and Action Plans, and Partner Reports and Link Tutor Reports, are submitted to College Academic Affairs Committee for scrutiny and approval (CAAC).

Stage 3 - CAAC

Further to CAAC approval, Academic Affairs Committee (AAC) receives School Overview Reports, alongside a College Summary Report produced by Chairs of CAAC, which may make recommendations for action to AAC if necessary.

Stage 4 - AAC

Advice regarding any stage is available from the Office of Quality, Standards and Partnerships (OQSP)

Partner Institutions

A Programme Monitoring Report must be completed during the course of the academic year for all programmes engaged in teaching, learning and assessment by Partners. A report template, based upon that for on-campus provision, should be used. Separate Programme Monitoring Reports should be completed for each place of delivery, and submitted to the relevant Partner Subject Committee (or equivalent).

Partner Programme Monitoring Reports will be approved alongside annual Link Tutor Reports (detailed below) at College Academic Affairs Committee. Partner Programme Monitoring Reports must also be forwarded to Heads of School/Department to incorporate into the School Overview Report.

Link Tutors

Link Tutors provide assistance and support to staff at partner institutions and provide assurance to the University that partnerships are operating appropriately and effectively.

Before a programme commences, a Link Tutor shall be appointed by the University, and a Programme Manager/Leader/Co-ordinator shall be appointed by the Partner.

The Link Tutor and Programme Manager/Leader/Co-ordinator shall be responsible to their respective institutions for ensuring the maintenance of the standards and delivery of programmes, in accordance with the University's regulatory framework and the programme requirements agreed at approval.

One of the roles of the Link Tutor is the production of the annual Link Tutor Report, to supplement the appropriate Programme Monitoring report. The Link Tutor Report is to be considered by Subject Committees, included in the Head of School's / Department's Overview Report, and approved by College Academic Affairs Committee.

Further detail on the role of the Link Tutor is available from OQSP.

Reporting Cycle for Undergraduate Programmes 21/22AY

November 2022

CPMS Programme Monitoring Reports opened for completion during the course of the academic year.
Partner Colleges forwarded relevant templates for completion



January/February 2023

College Academic Affairs Committee approve Undergraduate Programme Monitoring
Reports and Action Plans, Partner Reports and Link Tutor Reports



March 2023

Academic Affairs Committee receives CDAQS confirmation around compliance with process
(verbally or via College Summary Report) for Undergraduate monitoring.



Before the end of the 22/23 Academic Year

College Academic Affairs Committee consider all updated Plans.

Reporting Cycle for Postgraduate Programmes 21/22AY

December 2022

CPMS Programme Monitoring Reports opened for completion during the course of the academic year.
Partner Colleges forwarded relevant templates for completion



April/May 2023

College Academic Affairs Committee approve Postgraduate programme monitoring Reports and Action Plans, Partner Reports, Link Tutor Reports, and School/Department Overview Reports for UG and PG



June 2023

Academic Affairs Committee considers School/Department Overview Reports and College Summary Report for UG and PG monitored provision



Before the end of the 22/23 Academic Year

College Academic Affairs Committee consider all updated Plans.