

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 (CPM). The University's overall approach to Quality Assurance is detailed fully in Quality Assurance Manual Section 01 – *General Principles and Quality Assurance Policy*.

To comply with the ongoing conditions of registration set by the Office for Students (OfS), the University's programmes must meet a minimum set of requirements. These conditions are a key focus within the University's CPM processes to ensure continuous compliance with OfS requirements and to enhance the overall quality and standards of its programmes to be above sector expectations.

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.

The CPM 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.

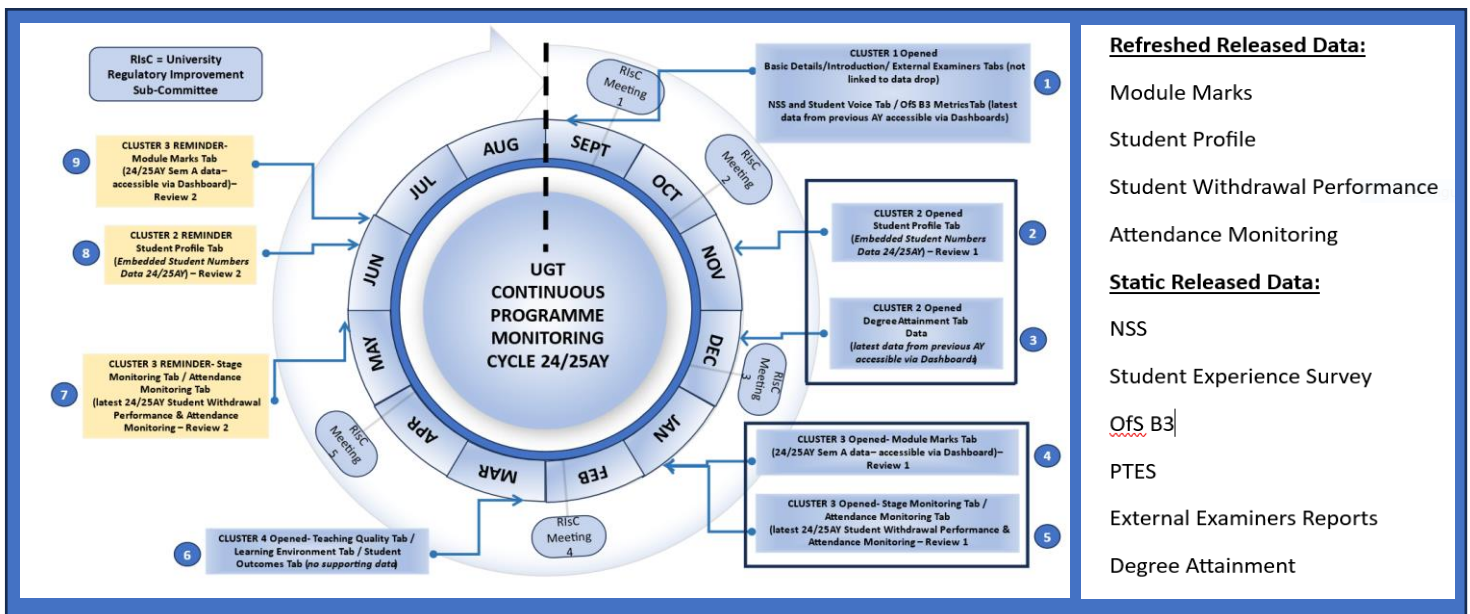
The CPM Report and Action Plan are created within an online system, where programme specific data is made available at certain points throughout the academic year. Certain programme data sets are continuously refreshed and updated during the academic year. Data is performance rated to support a metrically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

The CPM online system can be accessed via this link - [Continuous Programme Monitoring \(lincoln.ac.uk\)](https://lincoln.ac.uk)

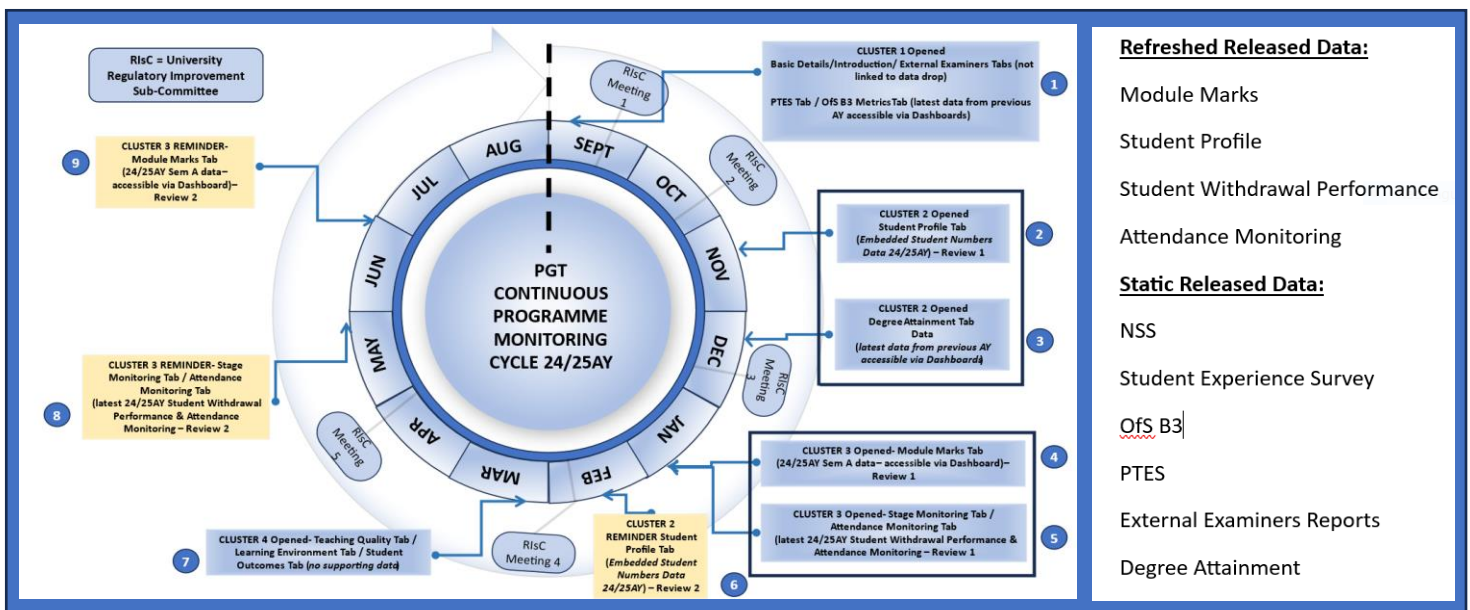
Continuous Programme Monitoring Stages

Programme Monitoring and Action Planning must be undertaken throughout the course of the academic year for all programmes that are engaged with teaching, learning and assessment. The diagrams below set out the anticipated engagement points during the academic year for undergraduate taught (UGT) and postgraduate taught (PGT) provision.

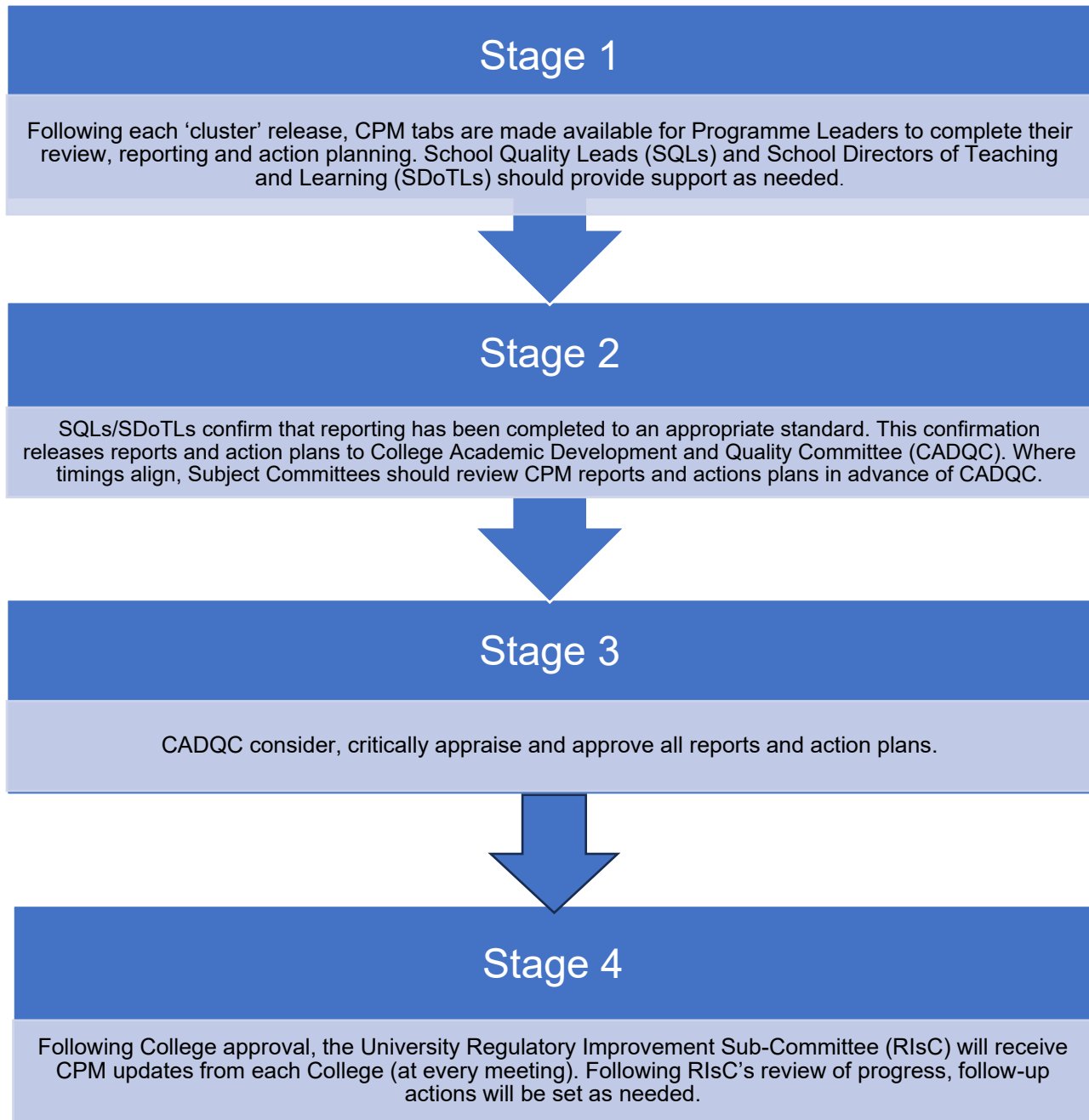
UGT CPM Cycle:



PGT CPM Cycle:



CPM Approval Stages



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

Partner Institutions

A Programme Monitoring Report must be completed for all programmes delivered by Partners during the previous academic year. OQSP will issue annually a report template based upon the on-campus Continuing Programme Monitoring system. Separate Programme Monitoring Reports should be completed for each place of delivery, and submitted to the relevant Subject Committee.

Partner Annual Programme Monitoring Reports will be approved alongside annual Link Tutor Reports at the relevant College Academic Development and Quality Committee (CADQC)¹. Partner Annual Programme Monitoring Reports must also be forwarded to Heads of School.

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. Link Tutors are expected to submit an annual report to the College Academic Development and Quality Committee.

Please see Quality Assurance Manual Section 06B - *Collaborative Partner Link Tutors* for further details.

¹ or equivalent College-level Quality Committee