

Regent College London

Programme monitoring policy and procedure

Purpose

1. The overall aims of the programme monitoring policy and procedure are to consider the effectiveness of programmes in meeting their stated aims and learning outcomes and identify any problems or risks associated with the maintenance of academic standards and high-quality learning experiences for students. It is also meant to identify areas of good practice which other programmes might usefully draw on.
2. Its specific purposes are:
 - To evaluate the student learning experience and identify ways of enhancing it;
 - To support staff in maintaining academic standards;
 - To identify good practice and to facilitate its dissemination;
 - To identify possible changes to the programme which would enhance students' learning experiences;
 - To identify for the School and College (or awarding body) issues that should be considered above the level of individual programmes;
 - To help the College fulfil its accountability for monitoring the academic standards and quality of its higher education provision;
 - To meet the requirements of the College's awarding bodies.

Principles

3. The principles underlying this policy are:
 - That responsibility for quality assurance and enhancement should be located as close as possible to the point of delivery;
 - That evidence about the performance of programmes should be used primarily as a basis on which to enhance them for students' benefit;
 - That a single procedure can allow for different programmes to meet the requirements of different awarding bodies, while still providing for an overview of higher education provision at School and College levels according to the specific purposes above.

Scope of this document

4. This document applies to all the College's higher education programmes.
5. All the College's awarding bodies require the College to produce, or contribute to, annual monitoring reports or similar for each of the programmes we run in partnership with them.

How the procedure works

6. The programme monitoring procedure has five stages:
- 1) Production of the annual monitoring report (or similar)
 - 2) Consideration and approval by programme committees or course boards and the Dean of School
 - 3) Deans of Schools' reports and action plans (from 2024-25 onwards)
 - 4) Annual academic assurance report
 - 5) Consideration by Academic Council and the Board of Governors.

Production of the annual report

7. The first stage of the procedure is for the Programme Leader or equivalent to produce a first draft of the annual monitoring report or similar (or draft their contribution to the report). For programmes leading to an award from the College, this should be done using the College's annual monitoring template. For programmes leading to an award from another body, this should be done according to the requirements of the relevant awarding body using the template or pro forma and data provided by them. The Dean of School will confirm who is responsible for producing the first draft depending on the School's staffing structure.

8. Wherever possible, the author should use other relevant data produced and/or held by the College itself, such as module evaluation reports, to contextualise and supplement data furnished by the awarding body.

Consideration and approval by Programme Committees and the Dean of School

9. For programmes which have Programme Committees, draft annual reports (or contributions to reports) should be considered and approved by Programme Committees before they are submitted to the Dean of School. Otherwise, the draft reports (or contributions to reports) should be submitted by the Programme Leader to the Dean of School directly.

10. The Dean of School should consider the report (or contribution to the report) before submitting it to the relevant Deputy Provost and Provost.

11. For programmes leading to awards from other awarding bodies, deadlines for the submission of reports vary by awarding body. Therefore, the drafting and consideration process (including, where necessary, consideration by Programme Committees) should be planned and managed according to those deadlines.

Deans of Schools' reports and action plans (from 2024-25)

12. The third stage of the procedure involves Deans of Schools producing a School-level report based on the reports for individual programmes. This report should summarise academic performance in the School and identify both any issues which need addressing at School and/or College levels as well as any good practice which other Schools might usefully draw on. A template

for this report will be provided. The template includes an action plan in which the Dean of School should set out the School’s plans for enhancing its provision in the forthcoming year.

Annual academic assurance report

13. The fourth stage of the procedure is the consideration of Deans of Schools’ reports by the Provost and the production by the Provost with the support of the Director of Academic Quality of an annual Quality and Standards report for the whole College.

Consideration by Academic Council

14. The fifth and final stage in the procedure is the consideration of the Quality and Standards report by Academic Council.

15. Based on its consideration of the report, Academic Council may decide to amend the College’s academic risk register or one of the College’s strategies, action plans, policies or procedures, or refer particular issues to one of its sub-committees or Schools for further consideration.

<i>Version number</i>	<i>1.2</i>
<i>Approved by</i>	<i>Academic Council</i>
<i>Approval date</i>	<i>July 2024</i>
<i>Next review date</i>	<i>July 2025</i>
<i>Policy owner</i>	<i>Academic Quality</i>