CPRQS02_1 – Annual Monitoring Form

University Progamme Division UK	
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Information Classification: Public

Introduction

Navitas University Partnerships Europe (UPE) is committed to providing a high-quality service to its students and to regularly monitoring the effectiveness of its services. As a result, Navitas UPE Colleges* are required to undertake a yearly formal review.

To complete the yearly review, **one** Annual Monitoring Form should be completed by every College. This **one** document should provide an overview/review of **all** programmes and its associated modules the College delivers and, if applicable, mapped to the [Office for Students (OfS) B conditions](#).

The information required includes:

- Student Data and Outcomes
- Student Experience
- Learning, Teaching and Assessment
- SWOT Analysis

Unless the College has agreed through the AAC and JSPMB to adopt the Annual Monitoring procedure as outlined by the University Partner, the completion of this **one** form indicates that Annual Monitoring has been carried out. The completed form should be submitted to Navitas UPE Academic Registry by the **first Friday of January** each year for ratification and sign off by the Head of Academic Quality.

Once submitted, the Navitas UPE Academic Registry will complete a thorough analysis of the Annual Monitoring activity and provide findings and recommendations.

The Annual Monitoring activity should be completed by a nominee in each College who may designate individual tasks to the relevant team for feedback and completion.

Please interpret 'College' as 'Campus' where applicable

Annual Monitoring

College:	
Programmes Included:	
Document Owner:	
Date of Submission to Academic Registry:	

Review of Previous Year's Action Plan

Periodic Review/Institutional Review to be included (if applicable)

Action Plan for Previous Academic Year			
Action	Achieved (Y/N)	Responsible Person	Comments

Please outline where actions/targets have not been achieved and reasons why:

Please type here…

Student Data and Outcomes

Information to be used here may be generated using the Academic Matrix (Power BI).

If relevant to your College, please align all information provided to the Office for Students (OfS) B conditions **B3 Condition.**

All individual programme and modules tables to be included below:

The information required includes (please see the academic matrix for descriptions):
- Targets
    o XXX
- Enrolment (numbers and country of origin)
    o XXX
- Pass Rates
    o XXX
- Retention Rates
    o XXX
- Completion/Withdrawal Rates
    o XXX
- Progression Rates
    o XXX
- Student Characteristics
    o Split of gender, ethnicity and disability

Insert relevant tables into this area to demonstrate the above metrics

Outline how your results compare against College and sector benchmarks:

Please type here…

Outline reasons for non-completion/withdrawals:

Please type here…

Student Experience

If relevant to your College, please align all information provided to the Office for Students (OfS) B conditions **B1 and B2 Conditions.**

The information required includes:

- Student Satisfaction
- Student Engagement/Participation
- Extra-Curricular Activities
- Diversity, Equity and Inclusion
- Employability, Enterprise and Entrepreneurship

General comments:

Please type here…

Outline what issues have been raised from student feedback:

Please type here…

Outline what actions have been taken to address the feedback:

Please type here…

Learning, Teaching and Assessment

If relevant to your College, please align all information provided to the Office for Students (OfS) B conditions **B1, B2, B4, B5 Conditions.**

The information required includes:

- Appropriate Objectives for the Programme
- QAA alignment (where relevant)
- Teaching Methods
- Delivery Style
- Academic Peer Review
- Assessment Methods and Load
- Transferrable Skills
- Student Expectations
- Inclusivity
- Academic Student Support and Intervention
- Moderation and Examination

Please type here…

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SWOT Analysis

The SWOT Analysis should be considered at the broader College level and may include details on:

- Enrolment and Orientation
- Retention, Pass Rate and Progression
- Developing and Improving Programmes
- Student Experience and Evaluation
- Concerns and Complaints
- Academic Ability and Misconduct
- Market Trends and Themes
- Innovation Activities
- Facilities
- Staffing

Strengths	Weaknesses

Opportunities	Threats

Action Plan 2023-2024

Considering the review above, provide a summary of the analysis to develop your College performance:

Action	Measurable	Responsible Person	Comments

College Director/Principal or Campus Director (delete as appropriate)	
Name	
Signature	
Date	

Navitas UPE Head of Academic Quality	
Name	Dr Mike McNeilis
Signature	
Date	