CPRQS02 – Annual Monitoring

University Progamme Division UK	
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Contents

Key Related Documents

Document Name	Location
QS02_1 Annual Monitoring Form	Policy HUB
QS02_2 Tracer Data Form	Policy HUB

Introduction

This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for the Annual Monitoring of College* programmes and modules. Navitas UPE has, as part of its Corporate Code of Practice, a commitment to continuous improvement and the UPE College network has demonstrated its adherence to this commitment through the implementation of an Annual Monitoring procedure in each College. Navitas UPE has a long history of and commitment to the provision of quality services and support to students. It recognises the importance of engaging students early in their learning experience and places immense value on the Student Voice. Working together with students, our teaching and support staff are committed to providing an education and student experience that is shaped, reviewed, and enhanced in the spirit of partnership and co-determination.

All Colleges undertake Annual Monitoring. Some follow the procedures of their University Partner, whilst others follow the Navitas UPE process. Colleges that opt to use their University Partner's (UP) Annual Monitoring processes must first receive approval from the Navitas UPE Academic Registry and must also submit the full UP Annual Monitoring documentation to the Navitas UPE Academic Registry.

Please interpret 'College' as 'Campus' where applicable

Purpose

The purpose of Annual Monitoring is to ensure that the academic standards and quality of the provision offered by the Colleges is maintained and enhanced.

Procedure

The procedure:
   a) Provides an opportunity to review the effectiveness of a programme and its assessment practices through data analysis. The main source of this data will be the Academic Matrix. However, where this is not appropriate, other sources of data can be used. The data needs to identify the extent to which learning outcomes and student satisfaction are being achieved (e.g., enrolment rates, satisfaction rates, pass rates, completion and withdrawal rates, progression rates and retention rates)

b) If appropriate, allows the Colleges to review the performance and practice against the QAA Quality Code and the [Office for Students (OfS) B Conditions](#)

c) Allows Navitas UPE Academic Registry to complete a thorough analysis and provide findings and recommendations that will then form the basis of Annual College Action Plans

d) Considers any relevant feedback from those involved with the programme including academic and student-facing staff, University Partner moderators, external examiners (where they are used as part of a particular Recognition and Articulation Agreement) and link tutors

e) Considers feedback from students obtained through Module Surveys and supported by the Navitas UPE Annual Student Satisfaction Survey, student focus groups, committee meetings and other relevant arenas

f) Provides an opportunity to update assessment regimes, progression criteria and content, resulting in revised Programme Specifications and DMDs (upon approval)

Where a College and University Partner are teaching under the Integrated Delivery Model, then the College should consider the University Partner's Annual Monitoring procedure alongside student feedback to gather the required information.

In order to ensure consistency, a template is provided for Annual Monitoring Reports (**QS02_1 Annual Monitoring Form**).

The following is a checklist of areas that should be covered in Annual Monitoring Reports:

a) Student Data and Outcome
- Targets
- Enrolment (numbers and country of origin)
- Pass Rates
- Retention Rates
- Completion/Withdrawal Rates
- Progression Rates
- Student Characteristics (including gender, ethnicity and disability)

b) Student Experience
- Student Satisfaction
- Student Engagement/Participation
- Extra-Curricular Activities

- Diversity, Equity and Inclusion
- Employability, Enterprise and Entrepreneurship

c) Learning, Teaching and Assessment

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

d) SWOT Analysis

- Enrolment and Orientation
- Retention, Pass Rates 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

Tracer Data

It is expected, and in accordance with contractual obligations, that all University Partners provide Tracer Data. Tracer Data is carried out by the University Partners on College cohorts to monitor the progress of students during the University Partner stages of their degree programmes to final award. The data contributes to the consideration of the fitness for purpose and effectiveness of the College stage provision. For example, our students achieving a high percentage of good degree outcomes with our University Partners demonstrates that our programmes have been designed, developed and delivered to meet the appropriate academic standards and teaching quality. Importantly, it also

enables College student performance to be compared with Domestic and International students recruited directly by the University Partner.

In order to ensure consistency, a template is provided for Tracer Data (**QS02_2 Tracer Data Form**).

Specifically, Tracer Data should compile and compare degree classification data for the following groups of students:

- Foundation students who have progressed to the University Partner from the Navitas UPE College
- Students undertaking Year 1 at a Navitas UPE College before progressing to the University Partner (the Standard Delivery Model)
- Students undertaking Year 1 through the Integrated Delivery Model before fully progressing to the University Partner
- Students entering directly into their UG degree programme at the University Partner
- Pre-master's students who have progressed to the University Partner from the Navitas UPE College
- Students entering directly into their PG degree programme at the University Partner

In addition, Tracer Data should make distinctions between Domestic and International students, and ideally provide pass marks and progression rates, as highlighted on the Tracer Data Form.

Policy Review

This policy will be reviewed every two years by the Navitas UPE Academic Board unless there are internal or legislative changes that necessitate earlier review. The policy was last reviewed on 19 April 2023 and approved as a Chair's action on behalf of the UPE Academic Board.