



# **Annual Monitoring of Taught Programmes Procedure**

## Documentation Management

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### Version Control

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# Annual Monitoring of Taught Programmes Procedure

## 1 Introduction

- 1.1 Monitoring underpins the Expectations for Quality and Expectations for Standards (UK Quality Code for Higher Education); and the Office for Students Regulatory Framework. This Procedure aligns with the [QAA's Advice and Guidance for Monitoring and Evaluation](#), and the processes set out below will support the University in meeting sector expectations and continually enhancing the quality of its taught programmes.
- 1.2 Annual monitoring allows the University to assure itself of the continued quality and relevance of its programmes. Additionally, it benefits the institution in identifying and sharing of good practice.
- 1.3 The responsibility for annual monitoring of both undergraduate and postgraduate taught programmes is devolved to Colleges, who will make use of qualitative and quantitative data in order to identify concerns and propose responsive actions.
- 1.4 Annual monitoring, encompassing the University's entire taught provision, is conducted through institutional reports, considered by University Education Committee, International Board and Senate.

## 2 Overview of Annual Monitoring of Taught Programmes

- 2.1 The University's Annual Monitoring of Taught Programmes Procedure is conducted at College and University level, and stages for each are defined in this Procedure.
- 2.2 The procedure for annual monitoring requires robust evaluation at each stage to ensure that good practice and areas for improvement are considered and dealt with by the appropriate authority within a College and/or the University.

### Annual Monitoring Documentation

- 2.3 All documentation to support annual monitoring, including templates for review, are available [here](#).
- 2.4 The documentation set for annual monitoring of taught programmes includes:
  - Block Review Reports
  - Programme Review Reports
  - Board of Studies Minutes and actions
  - Academic Lead Annual Partnership Reports
- 2.5 Completed documentation for annual monitoring must be uploaded to an annual monitoring repository, managed by the associated College, which is

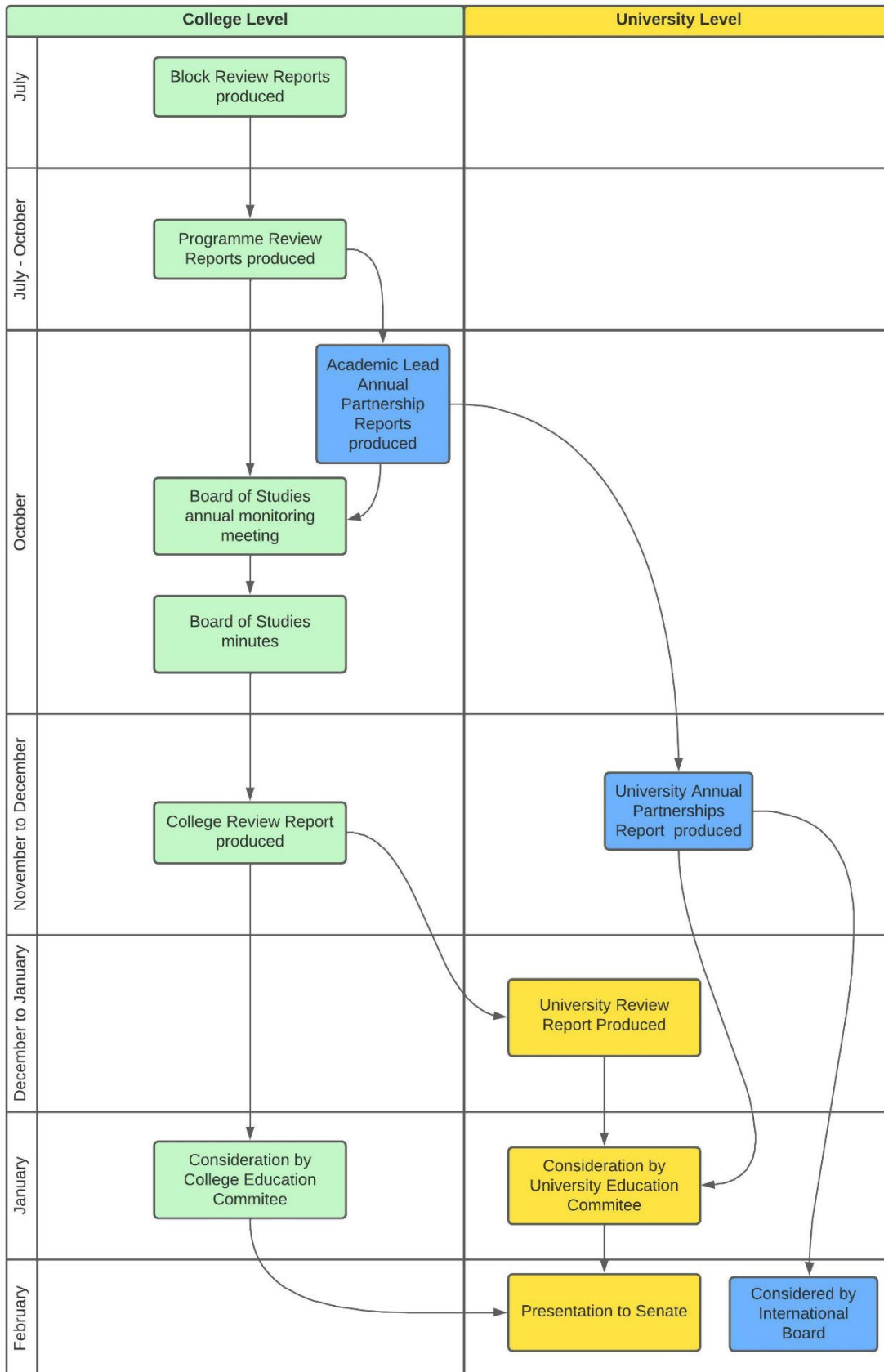
accessible to all stakeholders including the Pro Vice Chancellor Education: Pro Vice Chancellor - International and Sustainability; Head of Quality Assurance, and the Quality Assurance Manager for the College.

- 2.6 Annual monitoring of Apprenticeship programmes is presented in the [Apprenticeship Self-Assessment Report and Quality Improvement Procedure](#).

**Annual Monitoring of Partnership Provision**

- 2.7 Annual monitoring of programmes delivered through an academic partnership is conducted through:
- Individual Programme Review Reports for each programme delivered through an academic partnership
  - Academic Lead Annual Partnership Reports
  - The University Annual Partnership Report
- 2.8 Programmes delivered through a partnership must be reviewed on an individual basis and not combined with other programmes, meaning that separate Programme Review Reports will be produced for the on-campus version and the version delivered at/through a partner.
- 2.9 Annual Monitoring of Brunel University London Pathway College is defined in Appendix B.

### 3 Process for Annual Monitoring of Taught Programmes



#### 4 Annual Monitoring of Taught Programmes – Stages, Responsibilities and Outputs

**Table 1 College Level Annual Monitoring**

Stage		Inputs/Data/Information to be considered <sup>1</sup>	Outputs	Key Staff	Deliberative/ Approving Body	Timing
1	Block Review Reports	<ul style="list-style-type: none"> <li>Panel of Examiners Data</li> <li>Internal student survey data and meetings</li> <li>External Examiner comments (where relevant)</li> <li>PSRB comments (where relevant)</li> </ul>	Completed Block Review Report	<ul style="list-style-type: none"> <li>Block Leader (or nominee)</li> </ul>	Board of Studies - confirms completion of all block reviews. Programme Leaders confirm that block reviews are completed to a satisfactory standard.	July/Block Review Reports completed within 4 weeks following the Panel of Examiners.
2.1	Programme Review Reports	<ul style="list-style-type: none"> <li>Block Review Reports</li> <li>Annual monitoring data</li> <li>Helix Dashboard</li> <li>NSS</li> <li>Internal student survey data and meetings</li> <li>External Examiner comments</li> <li>PSRB reports</li> <li>Periodic Programme Review outcomes</li> </ul>	Completed Programme Review Report	<ul style="list-style-type: none"> <li>Programme Lead (or nominee)</li> </ul>	<p>Board of Studies confirms satisfactory completion of all associated Programme Review Reports.</p> <p>For joint programmes which span multiple Boards of Studies, the College will determine which Board will confirm the associated Programme Review Reports.</p>	<p>October/Three weeks prior to the annual monitoring meeting of the Board of Studies.</p> <p>Initial drafting should commence prior to annual monitoring data being made available.</p>

<sup>1</sup> This list is not exhaustive

Stage		Inputs/Data/Information to be considered <sup>1</sup>	Outputs	Key Staff	Deliberative/ Approving Body	Timing
2.2	Academic Lead – Annual Partnership Review Report	<ul style="list-style-type: none"> <li>• Programme Review Reports</li> <li>• Annual monitoring data</li> <li>• Helix Dashboard</li> <li>• NSS</li> <li>• Internal student survey data and meetings</li> <li>• External Examiner comments</li> <li>• PSRB reports</li> <li>• Periodic Programme Review outcomes</li> </ul>	Completed Academic Lead Annual Partnership Report	<ul style="list-style-type: none"> <li>• Academic Lead for partnership</li> <li>• Programme leaders</li> </ul>	All relevant Boards of Studies consider Academic Lead – Annual Partnership Review Report alongside associated Programme Review Reports.	October
3	Board of Studies Minutes	<ul style="list-style-type: none"> <li>• Programme Review Reports</li> <li>• Academic Lead – Annual Partnership Review Report</li> </ul>	Board of Studies Minutes and actions	<ul style="list-style-type: none"> <li>• Board of Studies Chair</li> <li>• Board of Studies Members</li> </ul>	Board of Studies	November
4	College Review Report	<ul style="list-style-type: none"> <li>• Board of Studies Minutes</li> <li>• Annual monitoring data</li> <li>• Helix Dashboard</li> </ul>	Completed Annual Monitoring College Review Report	Chair of College Education Committee or nominee	College Education Committee	<p>January - College Education Committee</p> <p>February - Presentation to Senate via College Education Committee Report</p>

**Table 2 University Level Annual Monitoring**

Stage		Inputs/Data/Information to be considered <sup>2</sup>	Outputs	Key Staff	Deliberative/ Approving Body	Timing
1	University Annual Partnership Review Report	<ul style="list-style-type: none"> <li>Academic Lead – Annual Partnership Review Reports</li> <li>Programme Review Reports</li> <li>Annual monitoring data</li> <li>Helix Dashboard</li> </ul>	Annual Partnership Review Report	<ul style="list-style-type: none"> <li>Pro Vice Chancellor - International and Sustainability</li> <li>Head of Quality Assurance</li> </ul>	<ul style="list-style-type: none"> <li>International Board</li> <li>University Education Committee</li> </ul>	<ul style="list-style-type: none"> <li>February - International Board</li> <li>January - University Education Committee</li> <li>February –Senate</li> </ul>
2	University Review Report	<ul style="list-style-type: none"> <li>Annual Monitoring College Review Reports</li> <li>Annual monitoring data</li> <li>Helix Dashboard</li> </ul>	Completed Annual Monitoring University Report	Pro Vice Chancellor Education	University Education Committee (Jan) then Senate (Feb)	<ul style="list-style-type: none"> <li>January - University Education Committee</li> <li>February - Senate</li> </ul>

<sup>2</sup> This list is not exhaustive



## **5 Annual Monitoring of Taught Programmes - College Level Requirements**

- 5.1 The requirements for each stage of the annual monitoring of taught programmes procedure at College level is provided below.
- 5.2 Colleges may operate local procedures for the scrutiny and approval of annual monitoring documentation prior to uploading/formal presentation.

### **Block Review Reports**

- 5.3 All blocks delivered by a College, including those in their final year of delivery, must be reviewed as part of the annual monitoring process.
- 5.4 Block Review Reports must be completed using the template available [here](#) and they should draw on the inputs/data/information identified in Table 1 of Section 4.
- 5.5 Block Review Reports should be drafted following final teaching and assessment of the block in the academic year, and should be finalised following the final Panel of Examiners for the academic year
- 5.6 Completed Block Review Reports must be uploaded to the College's annual monitoring repository.

### **Programme Review Reports**

- 5.7 All programmes delivered by a College, including those in their final year of delivery, must be reviewed as part of the annual monitoring process.
- 5.8 Programmes may be reviewed individually or where appropriate, as a suite of programmes. Where multiple programmes are considered under one Programme Review Report, the analysis must differentiate where required between individual programmes, particularly in relation to attrition and award data.
- 5.9 Where a suite of programmes is considered under one Programme Review Report, the Department/Division will nominate a member of staff to produce the report.

- 5.10 Programme Review Reports must not combine undergraduate and postgraduate programmes.
- 5.11 Where a programme is delivered through a partnership arrangement, an individual Programme Review Report must be produced.
- 5.12 Programme Review Reports must be completed template available [here](#) and they should draw on the inputs/data/information identified in Table 1 of Section 4.
- 5.13 Programme Review Reports may be drafted and made available prior to annual monitoring data being available.
- 5.14 Completed Programme Review Reports must be uploaded to the College's annual monitoring repository.

#### **Academic Lead Annual Partnership Report**

- 5.15 All academic partnerships of the University which incorporate the delivery of a degree programme (see Appendix A) must have an Academic Lead Annual Partnership Report produced as part of the annual monitoring procedure.
- 5.16 The purpose of an Academic Lead Annual Partnership Report is to review academic and operational aspects of the partnership and not duplicate any associated Programme Review Reports.
- 5.17 Completion of an Academic Lead Annual Partnership Report is the responsibility of the Academic Lead for the partnership, as designated by the College or University.
- 5.18 Academic Lead Annual Partnership Reports must be completed using the template available [here](#) and they should draw on inputs/data/information identified in Table 1 of Section 4.
- 5.19 Academic Lead Annual Partnership Reports should be finalised once all associated Programme Review Reports are available.
- 5.20 Completed Academic Lead Annual Partnership Reports must be uploaded to the College's annual monitoring repository.

- 5.21 Completed Academic Lead Annual Partnership Reports will be considered by the Pro Vice Chancellor - International and Sustainability and Head of Quality Assurance as part of the University Annual Partnerships Review Report.

### **Board of Studies Annual Monitoring Meeting**

- 5.22 Each Board of Studies must hold an annual meeting, typically in October to November, to consider annual monitoring. The specific responsibilities of this meeting of the Board of Studies are to:
- Confirm satisfactory completion of all associated Programme Review Reports
  - Review actions from the previous annual monitoring meeting
  - Identify common issues/themes as indicated in Programme Review Reports
  - Identify strengths and Good Practice as indicated in Programme Review Reports
  - Consider annual monitoring of collaborative provision (where applicable)
  - Formulate and agree actions
- 5.23 The outcome of a Board of Studies meeting to consider annual monitoring should be captured in the Board of Studies Annual Monitoring Meeting Minutes Template available [here](#).

### **College Review Report**

- 5.24 The purpose of a College Review Report is to identify common areas of strength and development, set appropriate actions for a College, and refer matters to the University. College reports should draw on the minutes from the Board of Studies meetings to consider annual monitoring.
- 5.25 The completion of a College Review Report is the responsibility of the Chair of College Education Committee or nominee.
- 5.26 College Review Reports must be completed using the template available [here](#) and they should draw on the inputs/data/information identified in Table 1 of Section 4.
- 5.27 Completed College Review Reports should be uploaded to the College's annual monitoring repository prior to the January meeting of the College Education Committee.
- 5.28 College Review Report must be presented at the associated College Education Committee's meeting to consider annual monitoring, and the

Committee must explicitly approve the report and actions contained within.

- 5.29 Approval by a College Education Committee of a College Review Report represents the final stage for college-level annual monitoring.
- 5.30 College Review Reports will be presented to University Education Committee as appendices to the University Review Report, produced by the Pro Vice Chancellor Education.
- 5.31 College Review Reports will be presented to Senate in February via the College Education Committee report.

### **Support and Guidance**

- 5.32 All documentation regarding the annual monitoring of taught programmes is available [here](#).
- 5.33 For additional support and guidance, Colleges should contact their Quality Assurance Manager.

## **6 Annual Monitoring of Taught Programmes - University Level Requirements**

### **Annual Partnerships Review Report**

- 6.1 The completion of the Annual Partnerships Review Report is the responsibility of the Pro Vice Chancellor - International and Sustainability, and Head of Quality Assurance.
- 6.2 The Annual Partnerships Review Report will be prepared following availability of all associated Academic Lead Annual Partnership Reports and associated Programme Review Reports.
- 6.3 The Annual Partnerships Review Report will be completed using the template available [here](#) and will draw on inputs/data/information identified in Table 2 of Section 4.
- 6.4 The Annual Partnerships Review Report will be presented to the International Board and University Education Committee for consideration; and then Senate for final approval.

### **University Review Report**

- 6.5 The completion of the University Review Report is the responsibility of the Pro Vice Chancellor Education.
- 6.6 The University Review Report will be prepared following availability of all College Review Reports.
- 6.7 The University Review Report will be completed using the template available [here](#) and will draw on inputs/data/information identified in Table 2 of Section 4.
- 6.8 The University Review Report will be presented to University Education Committee for endorsement, and then Senate for final approval.

## Appendix A Academic Lead Annual Partnerships Report Requirements

- A1 The following partnerships must have Academic Lead Annual Partnership Reports (template available [here](#).) completed on an annual basis and as part of the University's Annual Monitoring Cycle.
- A2 Reports should be finalised following publication of annual monitoring data relating to the programmes offered through the partnership.
- A3 Completed Academic Lead Annual Partnerships Report should be:
- Presented to the relevant Board of Studies for consideration as part of its annual monitoring meeting
  - Uploaded to the college/s annual monitoring repository.

Partner	Programmes
<b>Cross-College</b>	
Ahlia University	<ul style="list-style-type: none"> <li>• MSc Wireless and Computer Communication Networks (CEDPS)</li> <li>• PhD without Residence (PGR provision)</li> </ul>
Interactive Pro/Brunel Online	<ul style="list-style-type: none"> <li>• Master of Public Health (CHMLS)</li> <li>• MSc Global Public Health and Social Justice (CHMLS)</li> <li>• MSc Health Economics and Health Policy (CHMLS)</li> <li>• MSc Public Health and Behaviour Change (CHMLS)</li> <li>• MSc Public Health and Health Promotion (CHMLS)</li> <li>• MSc Psychological Sciences (Conversation) (CHMLS)</li> <li>• MSc Engineering Management (CEDPS)</li> <li>• MSc Advanced Manufacturing Systems (CEDPS)</li> </ul>
<b>College of Engineering, Design and Physical Sciences</b>	
HR Wallingford	Flood and Coastal Engineering suite
TWI	<ul style="list-style-type: none"> <li>• MSc Structural Integrity (Asset Liability Management)</li> <li>• MSc Oil and Gas Engineering</li> <li>• MSc Lightweight Structures and Impact Engineering</li> </ul>
CQUPT	BEng Electronic and Communications Engineering
NCUT	<ul style="list-style-type: none"> <li>• BSc Mathematics for Data Science</li> <li>• BEng Civil Engineering</li> <li>• BEng Mechanical Engineering</li> </ul>
<b>College of Health, Medicine and Life Sciences</b>	
The Ultrasound Suite	PGCert Musculoskeletal Ultrasound

## **Appendix B: Annual Monitoring for Brunel Pathway College**

- B1 The requirements for each stage of annual monitoring of Brunel Pathway College (BPC) validated elements is provided below.

### **Block Review Reports**

- B2 All blocks delivered by BPC, including those in their final year of delivery, must be reviewed as part of the annual monitoring process and by using the template available [here](#).
- B3 Block Review Reports should be drafted following final teaching and assessment of the block in the academic year, and should be finalised following the final Panel of Examiners for the academic year.
- B4 Completed Block Review Reports must be made available to the relevant programme element leader/s to support the completion of Programme Element Review Reports.

### **Programme Element Review Reports**

- B5 All programme elements delivered by BPC, including those in their final year of delivery, must be reviewed as part of the annual monitoring process and by using the template available [here](#).
- B6 Completed Programme Element Review Reports must be made available to BPC's Head of Programme Development & Quality Assurance to support completion of the BPC College Review Report.

### **BPC College Review Report**

- B8 The purpose of the BPC College Review Report is to identify common areas of strength and development, set appropriate actions for the College, and refer matters to the University and/or Navitas.
- B9 The BPC College Review Report should draw on Programme Element Review Reports and other available data both produced by the University and BPC, and must be produced using the template available [here](#).
- B10 The completion of the BPC College Review Report is the responsibility of the Head of Programme Development & Quality Assurance, and shall be formally agreed by the College Director and Principal before submission to the University for scrutiny.

## **University Scrutiny**

- B11 Following agreement from BPC's College Director and Principal that the College Review Report is of a satisfactory quality, scrutiny of BPC's annual monitoring will be conducted by the University.
- B12 Formal scrutiny includes the review of:
- All Programme Element Review Reports
  - Associated Board of Studies minutes
  - The BPC College Review Report
- B13 Scrutiny is conducted by two members of University Education Committee, selected by the University's Head of Quality Assurance.
- B14 BPC should submit the document set for scrutiny to the Head of Quality Assurance in December/January.
- B15 Scrutiny by the University is conducted to ensure that:
- Issues relating to student performance and the student experience have been appropriately identified within the relevant reports
  - Actions to improve or enhance the quality of provision are appropriate
- B16 At the January/February meeting of University Education Committee, the outcome of the University's scrutiny of BPC annual monitoring will be presented, using the template available [here](#).
- B17 Confirmation by the University via the scrutiny form that BPC's annual monitoring has been satisfactorily conducted completes the annual monitoring procedure.