APPROVAL AND MONITORING

2E.1 ANNUAL MONITORING OF COLLABORATIVE PROVISION

I. All awards validated by the University of Buckingham are monitored annually with the outcomes recorded on an annual monitoring report that focuses on a set of key performance indicators which may be reviewed annually.

II. The process of annual monitoring follows the same procedure as that used for internal provision.

III. The purpose of annual monitoring is:
- To consider the effectiveness of each programme in achieving its stated aims

- To consider the success of students in achieving the intended learning outcomes

- To identify strengths and weaknesses with a view to improvement

- To ensure that appropriate action is taken to remedy any identified shortcomings

- To ensure the best possible student experience

- To build up information required for the periodic review of programmes

- To reflect on the actions taken following the previous annual review

IV. The process for annual review is:
a) Each module on the programme would normally be reviewed annually by the Module co-ordinator (or similar role) using a standard template (See 2E.1.1 Annual Module Review Report) or in-house equivalent.

b) The Programme Director (or equivalent role) at the collaborative partner prepares an overview programme report for the partner institutions Quality Committee (or equivalent) using the standard template (see 2E.1.2 Programme Monitoring Report) provided by the Collaborations Department. A copy of the completed report is to be sent to the Collaborations Department for consideration and comment.

c) Where collaborative partners teach in more than one discipline, the Departmental Overview Report (2E.1.3) is required to provide a summary of each programme taught.

d) The Annual Review documents are sent to the UCC to report to Senate, and relevant school LTC's.

e) At the start of each academic year, an Operational Agreement should be completed and sent to the Collaborative Partner. This agreement outlines key dates, roles and responsibilities for the coming year and should be revisited throughout (See 2E.1.4 Annual Operational Agreement Template).

f) The Collaborations Delivery Plan should normally be reviewed by the partner and Buckingham at the end of each academic year, and any changes recorded by the Collaborations Department (See 2E.1.5 Collaborations Delivery Plan Template).

V.   The following documentation should be available for each programme to support the report and should be held by the partner institution. Copies of the final report should be sent to the Collaborations Department at the University of Buckingham. All documentation relating to the review must be held by the collaborative partner and be available for audit if required.

- Module Specification and any additional module outlines (where applicable)

- Supplementary materials (e.g. lecture and tutorial handouts)

- Course attendance documentation

- Examination Papers (including confirmation of external examiner's approval)

- Marking Guidelines and Assessment Criteria

- Examination Mark sheets

- Statistical Analysis of examination results

- External Examiner Reports

- Student Feedback Questionnaires

- Student progression data

- Student achievement data

- Module leader reports

- Information on destination of leavers

- Any other information considered relevant

VI.   The timing of the review should be such that module co-ordinators prepare their reports as soon as possible following the examination of the module. Where the module is taught more than once in each academic year, only one combined report is required which should be completed after the last presentation. The programme review for the previous academic year should be completed during the first term of the academic year following the end of the programme and by the deadline provided by the Collaborations Department.

VII.   The annual report(s) from each partner institution form the basis of the annual report on collaborations presented to Senate.

Annual Monitoring of Collaborative Provision