



UNIVERSITY OF
CHICHESTER

CELEBRATING
180 YEARS
OF HIGHER
EDUCATION

ACADEMIC QUALITY AND STANDARDS SERVICE

2022-23

Quality and Standards Handbook



Section C: Annual Monitoring

CONTENTS

CONTENTS	2
1. INTRODUCTION.....	2
2. ANNUAL MONITORING KEY PERFORMANCE INDICATORS.....	3
3. ANNUAL MONITORING PROCEDURE FOR ACADEMIC AREAS	3
4. ANNUAL MONITORING PROCEDURE FOR ACADEMIC PARTNERS	4
5. GUIDANCE FOR COMPLETION OF ACTION PLANS.....	4
APPENDICES	
APPENDIX A: ACTION PLAN TEMPLATE FOR ACADEMIC AREAS	
APPENDIX B: ACTION PLAN TEMPLATE FOR ACADEMIC PARTNERS	

1. INTRODUCTION

The University's annual monitoring exercise takes place in addition to monitoring activity within academic areas and is a fundamental part of the academic cycle.

Academic areas routinely monitor their programmes through scrutiny of evidence including (but not limited to) external examiner reports, student feedback (from, for example, surveys and engagement in boards/committees) and programme-level datasets (provided by Planning). Monitoring also takes place at module level through module evaluations. Academic areas are strongly encouraged to share key findings with students and they take action in response to findings where appropriate.

The annual monitoring exercise is a principle mechanism by which Academic Board reports to the Board of Governors on the quality of the University's academic provision. The Academic Board's report in turn supports the Board of Governors in assuring the University's continuing compliance with the Office for Students (OfS) conditions of registration relating to quality and standards. The Academic Board has delegated responsibility for annual monitoring to Academic Standards Committee (ASC).

The findings of monitoring activity are also valuable for driving the enhancement of academic provision. The University therefore takes a risk-based approach to annual monitoring, enabling the University to focus activity and resource on laying the foundations for subsequent transformational change.

Annual monitoring for academic partnerships

Annual monitoring is a key mechanism by which the University fulfils its responsibility for the quality and standards of education for all programmes leading to its awards, including for programmes delivered through partnership arrangements both within the UK and internationally and regardless of whether students are registered with the University or the partner provider.

Programmes involving collaborative provision are by their nature automatically considered higher risk. Annual Partner institutions therefore follow a separate annual monitoring procedure, outlined in Section 4.

2. ANNUAL MONITORING KEY PERFORMANCE INDICATORS

The University's agreed KPIs for annual monitoring are:

1. The OfS condition of registration B3 indicators for outcomes, which are:
 - a. continuation - the proportion of students continuing on their course or gaining a qualification after one year (two years for part-time students)
 - b. completion – the proportion of students completing their course
 - c. progression – the proportion of students progressing to managerial or professional employment or further study
2. The proportion of UK-domiciled full-time first-degree graduates achieving First or 2.i
3. The University's Action and Participation Plan targets:
 - a. increasing access for the most economically disadvantaged applicants (IMD Q1)
 - b. improving levels of access for Asian/Black 18 year olds
 - c. closing the equality of attainment gap between BAME students and their peers
 - d. closing the equality of attainment gap between economically disadvantaged male students (IMD Q1/2) and female students from the same background

The annual monitoring exercise also considers progress against the objectives of the Learning, Teaching and Student Experience Strategy 2018-25.

3. ANNUAL MONITORING PROCEDURE FOR ACADEMIC AREAS

KEY DATES

Mid-November 2022	Release of annual monitoring data for the reporting period 2021/22 AQSS sends queries to Heads of academic areas.
January 2023	Deadline for academic departments to submit comments and any annual monitoring action plans to AQSS
March 2023	ASC reviews datasets and comments from academic departments. It determines whether any further action is appropriate.

AQSS will review the datasets in relation to the key performance indicators and formulate monitoring queries to elicit further information about potential risks and identify examples of good practice. Heads of academic areas will be requested to respond by a deadline in January 2023. There is no prescribed

format or length for responses. The most effective responses will engage in close and critical analysis of data, including any contextual factors, and describe in detail any relevant actions or initiatives.

Academic areas will also be required to submit an annual monitoring plan if their performance against the B3 indicators falls beneath the OfS numerical threshold. See guidance on completion of action plans, below.

ASC will scrutinise the monitoring data, responses and action plans. It may require further actions if it determines that there are potential risks in need of further scrutiny and/or mitigation. ASC will also maintain institutional oversight of progress against annual monitoring action plans.

4. ANNUAL MONITORING PROCEDURE FOR ACADEMIC PARTNERS

KEY DATES

Mid-November 2022	Release of annual monitoring data for the reporting period 2021/22 AQSS shares datasets with partners and requests annual monitoring action plans.
January 2023	Deadline for partners to submit annual monitoring action plans to AQSS.
March 2023	ASC and Academic Partners' Forum (APF) review annual monitoring datasets and action plans.

AQSS will ensure that academic partners have access to programme-level annual monitoring data. It will request that each academic partner completes an annual monitoring action plan for each distinct subject area in which it offers programmes in collaboration with the University. See Section 5, below, for guidance on completing action plans.

Academic Partnerships Forum (APF) will scrutinise the monitoring data and annual monitoring action plans. Link tutors, who are members of APF, will share any learning points with partner organisations as appropriate. The outcomes will also be shared with Academic Standards Committee, which may request specific actions.

5. GUIDANCE FOR COMPLETION OF ACTION PLANS

University academic areas do not need to complete an action plan unless specifically required to do so by AQSS or ASC. Any required action plans should be completed using the template at **Appendix A**.

Academic partners are automatically required to complete an action plan for each academic area in which they offer programmes in collaboration with the University. Each action plan should be completed

using the template at **Appendix B**. It should be reviewed and countersigned by the head of the corresponding academic area at the University before being submitted to AQSS.

Action plans should evidence engagement with programme-level data. Any actions ongoing from the previous year should be included, alongside points of concern or examples of good practice for disseminating more widely within the University. Topics for consideration include:

- demand and recruitment
- curriculum content (including whether it is up-to-date, coherent and of appropriate rigour and difficulty, and develops relevant skills)
- teaching, learning and assessment
- support for students (including for academic content, study skills, understanding and avoiding academic misconduct and for careers/employability)
- student engagement (provision of opportunities for students to contribute to the development of their academic experience)
- staffing, including numbers, qualifications and development
- the educational environment, including physical and digital learning resources
- student outcomes, i.e. continuation, completion and progression (to managerial or professional employment, or further study)
- degree classifications

Action plans should be based on evidence including:

- statistics provided by Planning
- feedback from external examiners
- student feedback, including module evaluations, surveys (e.g. NSS, UKES/PTES), student-staff liaison committees, focus groups)
- issues raised in meeting the needs of particular groups of students (including disabled students)
- employer comment and feedback
- feedback from PSRBs and professional accreditation activity where appropriate
- feedback from programme approvals and periodic reviews
- Graduate Outcomes survey

Appendix A: Annual monitoring action plan for academic areas

ACTION PLAN		Academic area			
<p><i>Please provide a composite list of significant actions completed or in progress. Refer to the guidance for completion of action plans for indicative topics and evidence. Plans should show evidence of engagement with programme-level data. Action plans should not identify individual students or members of staff by name. Please add additional rows as appropriate.</i></p>					
Source e.g. NSS/ B3 indicators/ degree classifications/ APP targets/ Graduate Outcomes survey	No	Action	Timeline (please be specific, rather than 'on-going', for example)	Role (not name) responsible for action	Evaluation of progress
	1				
	2				
	3				

SIGN OFF			
<p><i>Action plans should be signed by the Head/Director of the Department/Institute/School</i></p>			
Name		Role	
Signed		Date	

Appendix B: Annual monitoring action plan for academic partners

ACTION PLAN	PARTNER		SUBJECT AREA			
	PROGRAMMES					
<i>Please provide a composite list of significant actions completed or in progress. Refer to the guidance for completion of action plans for indicative topics and evidence. Plans should show evidence of engagement with programme-level data. Action plans should not identify individual students or members of staff by name. Subheadings are for guidance and should not be seen as limiting. Please add additional rows as appropriate.</i>						
Source	No	Point for consideration	Action	Success criteria	Action by whom/when	Progress (Complete?)
<i>Demand and recruitment</i>						
<i>e.g. University planning data</i>	1					
	2					
<i>Curriculum</i>						
<i>e.g. external examiner report</i>						
<i>Teaching, learning and assessment</i>						
<i>e.g. NSS/PTES</i>						
<i>Student support and resources</i>						
<i>e.g. student feedback, GO survey</i>						
<i>Outcomes (including continuation, completion and progression to employment/further study)</i>						
<i>e.g. University planning data</i>						
<i>Attainment</i>						
<i>e.g. degree classifications</i>						
<i>Evaluation and support of student achievement</i>						
<i>e.g. external examiner reports</i>						

SIGN OFF			
<i>Action plans should be signed by an appropriate representative of the partner institution</i>			
Name		Role	
Signed		Date	
<i>Action plans should be countersigned by the Head/Director of the relevant Department/Institute/School at the University of Chichester</i>			
Name		Role	
Signed		Date	