

 <b>S P Jain London School of Management</b>	<b>Programme Annual Monitoring Policy and Procedure</b>
Document Type	Policy and Procedures
Administering Entity	Academic Board, Programme Review and Development Committee, Dean, Programme Directors
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## 1. Purpose

The Annual Programme Monitoring Policy and Procedure forms part of SP Jain London School of Management’s Quality Assurance Framework. Its overall purpose is to ensure that all taught programmes provided by the School are monitored annually to determine whether they continue to meet their stated objectives, thereby enabling the School to identify and address any threats to the maintenance of academic standards and high-quality learning experiences for students. The Policy is also meant to identify areas of good practice which might usefully be shared with other programmes.

Its specific purposes are:

- To identify the strengths of the programme as well as areas in which the programme may be improved;
- To support staff in maintaining academic standards and a high quality academic experience;
- To identify good practice and facilitate its dissemination;
- To identify for the School issues that should be considered above the level of individual programmes;
- To help the School meet its regulatory responsibilities for academic quality and standards;

As well as the academic standards, the process will also assess the availability and quality of learning resources, skills development, employability, and equality and diversity issues at a programme level.

## 2. Principles

The principles underlying this policy are:

- That responsibility for quality assurance and enhancement should be located as close as possible to the point of delivery;

- That evidence about the performance of programmes should be used primarily as a basis on which to enhance them for students' benefit.

### **3. Scope of this document**

This document applies to all the School's taught higher education programmes.

### **4. How the procedure works**

The programme monitoring procedure has five stages:

- Production of the annual monitoring report
- Consideration and approval by the Programme Committee
- Consideration and approval by Programme Development and Review Committee (PDRC)
- Consideration by Academic Board

### **5. Production of the annual report**

The first stage of the procedure is for the Programme Director to produce a first draft of the annual monitoring report. This should be done as soon as possible after the School has received the External Examiner's report for the academic year under review.

The annual monitoring report should be drafted using the School's annual monitoring template.

The annual monitoring report should draw on a range of information and evidence, including (but not necessarily limited to):

- Student numbers
- Data on student continuation, completion, progression and employment
- Data on student achievement
- Experience of delivery by academic staff
- Feedback from students
- External Examiner reports.

The data on student numbers and performance will be provided to Programme Directors by Registry in a standard format.

The draft report should highlight any discrepancies between the programme delivery and the specified objectives and describe all measures taken and/or proposed to address them in an action plan at the end of the report. It should also indicate how the learning resources support the high quality learning experience, how the programme contributes to skills development and employability. It should also reflect on how the programme contributes to equality and diversity.

### **6. Consideration and approval by Programme Committee**

The draft annual report should be considered and approved by the Programme Committee, normally at the first meeting of the next academic year in autumn. This provides an opportunity for all staff teaching on the programme and students to contribute to the report.

**7. Consideration and approval by PDRC**

Once the annual monitoring report has been approved by the Programme Committee, it must be submitted to PDRC. PDRC will consider whether the report has fulfilled the specific purposes of this policy as described above. Should PDRC regard the report as unsatisfactory, for example because it has not considered all the relevant information, or because it highlights problems which the actions at the end of the report appear unlikely to address, then PDRC will direct the Programme Committee to carry out remedial work and then resubmit it to PDRC.

PDRC will also consider any issues that require improvement either at a programme or School level, identify appropriate actions and include these in the Quality Improvement Plan.

**8. Consideration by Academic Board**

Once PDRC has approved the annual monitoring report, the report must be submitted to Academic Board for its consideration. This allows Academic Board both to be assured that this policy has been implemented properly, and to identify any issues or themes which are common to different programmes and may require to be addressed at the level of the whole School.