

# Annual Monitoring Procedure

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|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------|
| <b>Owner</b>                                     | Director of Quality and Governance                                                                                                                                                                                        |                            |                  |
| <b>Version</b>                                   | 1.3                                                                                                                                                                                                                       |                            |                  |
| <b>Changes</b>                                   | <ul style="list-style-type: none"> <li>Aligned with Regent's new Annual Programme Monitoring Report Template</li> </ul>                                                                                                   |                            |                  |
| <b>Approval date</b>                             | September 2026 (TBC)                                                                                                                                                                                                      | <b>Approved by</b>         | Academic Council |
| <b>Implementation date</b>                       | September 2026 (TBC)                                                                                                                                                                                                      | <b>Date of next review</b> | September 2028   |
| <b>Related internal policy</b>                   | None identified                                                                                                                                                                                                           |                            |                  |
| <b>Related external policies and regulations</b> | <ul style="list-style-type: none"> <li>QAA UK Quality Code for Higher Education, Principle 5 – Monitoring, evaluating and enhancing provision</li> <li>OfS Conditions of Registration, primarily B2, B3 and B4</li> </ul> |                            |                  |

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## **Purpose**

1. Annual Monitoring aims to secure the academic standards of programmes and to enhance quality. Its specific purposes are:
  - To evaluate the student learning experience and identify ways of enhancing it;
  - To support staff in maintaining academic standards;
  - To identify good practice and to facilitate its dissemination;
  - To identify possible changes to the programme which would enhance students' learning experiences;
  - To identify issues that should be considered above the level of individual programmes.

## **Scope**

2. This document applies to all of Regent's higher education programmes. It describes Regent's internal approach to Annual Monitoring. In addition to its own Annual Monitoring Procedure, Regent participates in its awarding bodies' equivalent approaches to annual monitoring. Those approaches are described in the policies and procedures produced by the awarding bodies.

## **Procedure**

3. While the exact approach to Annual Monitoring may vary from School to School, the following principles will always apply:
  - Annual Monitoring will be completed using the approved Annual Programme Monitoring Report (APMR) Template and Action Plan;
  - The APMR will draw on internal and external data sources, both qualitative and quantitative. These will include student surveys, external examiner reports and student performance data;
  - Students will have the opportunity to review the APMR, normally through Programme Committees;
  - The final APMR will be presented to the Education Committee.

## Timeline

4. The Annual Monitoring process will be conducted in line with the following timeline:
  - APMRs will be written in the Autumn and should be approved by Schools by the end of the Calendar Year
  - Education Committee will typically receive APMRs in February
  - Academic Council will typically receive a report providing it with an overview of all APMRs in March

## Production of the APMR

5. The Dean of School will confirm who is responsible for producing the first draft of the APMR, depending on the School's staffing structure.
6. It is not necessary to complete an APMR for each award, provided that all awards are covered. Similar programmes should typically be clustered together in one APMR, aligning with the Programme Committee structure.
7. Any programme that had registered students in the academic year being considered must undergo Annual Monitoring. This includes programmes in teach out.

#### Consideration and approval by Programme Committees and the School Board

8. For programmes which have Programme Committees, the draft APMR and corresponding Action Plan should be considered by Programme Committees before they are submitted to the School Board for approval.
9. The Dean of School should consider the APMR before presenting it to Education Committee.
10. Throughout the year, Programme Committees should continue to monitor the APMR Action Plan in consultation with staff and students.

#### Receipt of APMR by Education Committee and report to Academic Council

11. The next stage of the procedure is the consideration of all APMRs and Action Plans by Education Committee.
12. Following this, a report is produced for Academic Council. It is expected to:
  - Confirm that all programmes have been considered through annual monitoring;
  - Provide an overview of any recurring themes across programmes;
  - Alert it to any concerns that may not have been fully addressed either by programme teams or Education Committee.
13. The Report would normally be written by the Director of Quality and Governance or their nominee, in consultation with the Chair of Education Committee.
14. Based on its consideration of the report, Academic Council may decide to amend the academic risk register or one of the Regent's strategies, action plans, policies or procedures, or refer particular issues to one of its sub-committees or Schools for further consideration.