



# Queen Margaret University

EDINBURGH

## **ANNUAL PROGRAMME MONITORING – QUICK GUIDE**

### **What is it?**

Every year, every programme leader must produce a report which reflects on how the previous year has gone. There is a template, provided by Governance and Quality Enhancement (GQE), which asks specific questions. Probably the most important feature of the report is the action plan. Every year, the programme team should identify some actions for that academic session. Then, when reviewing the next annual monitoring report, the team can see what progress has been made.

### **What is the process?**

GQE will send out the template and guidance to programme leaders – usually at the end of September. They will advise you of the deadline for submitting the report.

Normally, the University will also provide statistics on admissions and student progress. These are extracted from QMU's computer record system. Sometimes the student statistics are inaccurate, because information doesn't always flow smoothly between all the parties involved. It is worth checking your own figures before completing the report. (Note that QMU will usually not hold statistics on applications because admissions processing is delegated to partners.)

The draft report needs to be shared with key stakeholders so that they have the chance to comment. Normally this will be done through the Joint Board of Studies. If there is no meeting of the Joint Board at a suitable time, the report should be circulated by correspondence.

### **What happens to the report after that?**

The report goes to the Head of Division within which your programme is based. He or she will use it to write a consolidated report for the whole Division, which then goes to the Dean of School. In this way, anything important is fed upwards.

Note also that the report is filed by GQE and forms part of the official record of the programme.

### **So what it's all for? Who is the main audience for the report?**

The main purpose of the report is to make sure that the team reflect on how the previous year has gone and take action accordingly. So the main audience is other staff involved in delivery.

However, the report becomes a publicly available document so it may be read by managers and students. The tone should therefore be formal. If there are wider issues which you would like the University to address, these should be raised through the report. The Head of Division will include them in his/her consolidated report.

The report is not used in any sense to rate how well programmes are doing. It is important that teams face up to any difficulties they might be having and don't attempt to gloss over them. Nobody gets any marks for producing a report which says everything is lovely! There is no formal feedback mechanism and you shouldn't expect any comments from University managers. If there are complex issues requiring attention, your Academic Link Person will work with you on them.

### **What do I do once I've submitted the report?**

Keep it on file and start work on the action points in your plan. You may find it useful to refer to the action plan part way through the year as an interim check on progress.

Annual monitoring reports from previous years are an excellent source of information for programme review. Therefore you should keep them for five years to cover the period of review.

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