

2019/20 Taught Annual Programme Monitoring report form – (for 2018/19 provision)

When completing the annual programme monitoring reports, Schools should note that the focus should be on identifying key issues and any significant trends.  **Reports therefore should not be overly detailed or excessively long. Please note this form is for the 2019/20 academic session, covering 2018/19 provision.**

*Please complete this section of the form and return it to Quality and Standards (via* [*Annual-Monitoring@nottingham.ac.uk*](mailto:Annual-Monitoring@nottingham.ac.uk)*) by 6th December 2019 for undergraduate programmes and 6th March 2020 for postgraduate taught programmes (please complete and submit the PGR Report Form covering research provision in the same way). Schools are advised to use a single form for groups of related programmes e.g. one form for all undergraduate programmes in the school and one for postgraduate taught programmes. Where possible, a single form should be used for programmes that are delivered on multiple campuses.*

By submitting this form you are confirming that the School have undertaken the annual monitoring process in accordance with Quality Manual requirements, including consideration of feedback from external bodies, such as professional and statutory regulatory bodies, where appropriate.

Please list here the **School/ Department/ Division** submitting the form:

Please list here every programme title and course code covered by this form (add further lines as appropriate):

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme title** | **Programme code** | **UG/PGT** | **Campus (UK/MC/NC)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**1.** **Summary of progress**

Please provide a **brief** summary of your progress implementing the action plan from last year’s annual monitoring report. Attention should be given to those actions points not yet complete and how and when they will be addressed.

|  |  |  |
| --- | --- | --- |
| **Theme/issue** | **Action** | **Outcome – closed/ongoing** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2.** **Student Performance**

Please provide comments on data regarding degree class outcomes as presented in Tableau (see additional guidance). This section should include measures proposed to address any concerns. The Quality and Standards team will review the data and provide a brief analysis in section 8.

|  |
| --- |
|  |

**3. External Examiner Reports**

External Examiner reports and School responses to them will be provided to Quality & Standards Committee along with this report. Please list any issues below, along with the planned action.

|  |  |  |
| --- | --- | --- |
| **Programme** | **Issue** | **Planned action** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4. Statement of Responsibilities**

Where you have provision on UNMC and/or UNNC please confirm you have an up-to date signed Statement of Responsibilities document covering all programmes in place which reflect current practice, and that this has been submitted to the Quality and Standards team – [quality-manual-enquiries@nottingham.ac.uk](mailto:quality-manual-enquiries@nottingham.ac.uk) - yes/no

**5. Accreditation**

Please list any programmes included in this report which are accredited. **P**lease confirm that the most recent reports/letters have been submitted to the accreditation inbox - [accreditation@nottingham.ac.uk](mailto:accreditation@nottingham.ac.uk).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programme title** | **Programme code** | **UG/PGT** | **Campus (UK/MC/NC)** | **Email sent to accreditation@nottingham.ac.uk** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**6. Responding to student feedback**

Please provide a **brief** summary of student feedback received in 2018/19 via the listed mechanisms and detail the associated planned action.

|  |  |  |
| --- | --- | --- |
| **Mechanism** | **Student feedback** | **Planned action** |
| SEM |  |  |
| NSES |  |  |
| LCF |  |  |

**7. Good practice**

Please use the section below to identify areas of good practice, and where appropriate inform how this has been communicated to staff and students.

|  |  |  |
| --- | --- | --- |
| **Programme** | **Good practice** | **Communication** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***This section to be completed by Quality and Standards:***

**8. External Examiner Reports**

This section provides confirmation of whether all External Examiner reports have been submitted and whether School responses to them have addressed all the issues raised. The Quality and Standards team will refer to module data provided in QDS where issues are flagged.

|  |
| --- |
|  |

**9. Data**

Using the Quantitative Data Sets (QDS) this section indicates whether any of the student performance data and statistics are outside the normal range for the Faculty and the University.

|  |
| --- |
|  |

**10. Confirmation of standards**

This section provides confirmation of achievement of UK threshold academic standards, including reference confirmation by the External Examiner(s).

|  |
| --- |
|  |

**11. Other Comments**

Where relevant, further comments may be provided in this section to draw attention to issues arising from Quality and Standards’ consideration of the completed form, for example where it appears courses may not have been included in the exercise.

|  |
| --- |
|  |