Information Sheet – Annual Monitoring and Periodic Review

This information sheet provides guidelines on the **monitoring and review** of collaborative partnerships and collaborative programmes. This information draws on the Irish Higher Education Quality Network (IHEQN) *Guidelines for the Approval, Monitoring and Review of Collaborative and Transnational Provision[1]* and is also regularly reviewed against emerging sectoral, national, legislative, European and international developments, Including, for example, the European Association for Quality Assurance in Higher Education (ENQA) *Quality Assurance of Joint Programmes* guidelines.[2] The information is also indexed against the *UCD Policy on Quality Assurance and Quality Enhancement*.[3]

Collaborative Programme Basics: the programme approval mechanism

The **Programme Development, Approval and Review Framework (PDARF)** provides the relevant information for supporting programme development, including collaborative programmes, within the University (see https://www.ucd.ie/registry/staff/registryservices/curriculum/programmeapprovalpdarf/).

All collaborative programmes must be approved through the normal routes for new programme approval. The relevant forms for collaborative programmes include Global Partnerships Proposal Form, PDARF2, PDARF3 and PDARF4, and where a collaboration is being introduced into an already existing programme, PDARF7 is to be used in place of PDARF2 and PDARF3. All of the forms are available at the above weblink.

All forms must be completed and submitted to the relevant College Executive and/or Governing Board, as well as the University Management Team (UMT) where applicable in accordance with the procedures outlined in the PDARF approval process.

Collaborative Programme Co-ordinators should list as much detail as possible about the collaborative programme on these forms – all of this information is critical for ensuring that the University can support the programme effectively.

Annual Programme Reporting

The monitoring arrangements should be specified in the formal programme agreement (MoU or MoA). UCD, through the relevant University committees, is developing robust mechanisms and procedures for the consideration of monitoring reports, in order that it can identify and respond to issues of concern, and as appropriate, share good practice.

The **Annual Programme Reporting** process is designed to evaluate the continued effectiveness and quality of taught provision at UCD, and to identify future actions to address shortcomings and/or further enhance the quality of the student experience. Annual Programme Monitoring may also be used as a means of sharing good practice with colleagues across the Programme, School, and University. An **Annual Programme Reporting Template** (Template 1) and a **Sample Student Questionnaire** (Template 2).

An annual programme monitoring report would typically:

- Be focused on critical self-reflection;
- Be based on the facts derived from the operation of the programme in the preceding period, including quantitative data relating to, for example, student recruitment and performance;
- Comment on issues relating to teaching, learning and assessment (including student feedback);

- Identify issues which have been critical in the delivery of the programme that year. It is likely that operational problems will have been dealt with as a normal part of delivering the programme, but any which were significant, or are still unresolved should be reported, with an indication of how they were/or will be, dealt with;
- Show how any issues raised by external examiners or by other external bodies have been addressed;
- Include mechanisms to gather and, importantly, respond to student feedback;
- Report on the outcome of actions undertaken as a result of previous reports;
- Provide an action plan for the future, as appropriate.

Periodic Review

A formal **Periodic Review** process is intended to complement the programme development and approval process. The University expects that a periodic review of a collaborative programme is undertaken on a regular basis (for example, every 5 years). Overall responsibility for Periodic Review rests with the College Principal. Outputs of this review process might include recommendations that the programme continues as is, implements minor changes, or re-enters the programme approvals cycle. This review process would provide a regular opportunity for re-articulation of strategic goals, and also provides opportunities for determining instances where programmes should be discontinued.

The more detailed process for Periodic Review is to be undertaken on a less frequent basis than Annual Programme Reporting, and the outcomes of the latter may be used to inform the former, which in turn may inform programme design and development.

Template 1 – Annual Programme Reporting Template

University College Dublin

Collaborative and Transnational Programmes

Annual Programme Report

Reporting Period: (insert academic session dates, e.g. 2015-16)

Partner Institution/Transnational Campus:

Programme Title(s):

Please describe the nature of the collaboration *(e.g. franchise, 2 year taught at X: 2 years taught at UCD – UCD Award)*

UCD Programme Board:

Name of Programme Board Chair/Coordinator/ Academic Committee Chair (or equivalent):

Date of Last Report (if applicable):

Programme Title	Intake Target	Registrations		
		2013-14	2012-13	2011-12

1. Summary of Student Feedback (formal and informal)

Summarise student feedback from e.g. modules, staff-student meetings, etc.

2. Summary of Feedback/Issues raised by Module Coordinators/staff (and External Examiners as appropriate) on module and/or programme delivery

3. Please comment on the overall operation of the programme(s) during the previous year

e.g. programme delivery/structure/administration; student results; quality assurance issues; student supports/guidance; resources/finance issues and any other relevant information:

4. Please provide summary details of programme management meetings/contact between the partners

e.g. date, purpose of meeting, staff present etc

5. How are the resource requirements/student intake monitored?   Any concerns/action points?

6. Action Points progressed from previous year's report

Outline progress with previous year's action points

N/A for this Report

7. Action Points planned for next year

> *Identify any developments planned*

Signed _____ Date _____

Print Name _____

Signed
(if appropriate) _____ Date _____
_____ *Head of UCD School*

Please return the completed form to the UCD Quality Office, Room 118B, Tierney Building by <u>30 October 2014</u>

Template 2 – Sample Student Questionnaire

Sample Student Questionnaire

Programme: _____

Programme Level:_____

You are being asked to complete this short survey so that we can continue to enhance the xx Programme and the student experience. All feedback is anonymous and both positive comments and points giving constructive criticism are welcome.

1.   Overall Academic Development

Q: Which module did you find of most benefit to your academic knowledge and development during the year? Please indicate why.

2.   Module Content & Delivery

Q: Which module did you enjoy most this year? Please indicate why?

3.   Programme Area

Q: Has the content and structure of the degree programme been better than, worse than or equal to what you expected?

Q: Overall, has your experience of the programme during this year been better than, worse than or equal to your expectations? Please provide up to three reasons for your answer.

4.   Suggestions for Possible Improvements

Q: If you think that there are areas of the programme that could be changed or developed to improve the student experience – please provide some suggestions here (e.g. more group work; provision of clear information for assessment grading).

Please respond by_____

Thank you for your feedback.