

## Lincoln Bishop University

### Document Administration

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**CODE OF PRACTICE FOR THE ANNUAL  
MONITORING OF ACADEMIC PROGRAMMES**

**VERSION CONTROL TABLE**

<b><u>Version Number</u></b>	<b><u>Date Authorised</u></b>	<b><u>Summary of Key Changes</u></b>
1.0		Code of Practice first introduced and approved by Senate.
2.0	07 October 2015	Standard review with updates to nomenclature.
3.0	11 March 2026	Updates to branding and nomenclature

## **CODE OF PRACTICE FOR THE ANNUAL MONITORING OF ACADEMIC PROGRAMMES**

### **1. INTRODUCTION AND RATIONALE**

- 1.1. This Code of Practice sets out the process of annual monitoring of all academic programmes whereby Senate, as part of its overall responsibility for academic standards and quality, requires programme teams to carry out an appraisal of their provision at the end of each session and provide a report on the outcome. Lincoln Bishop University has ultimate responsibility for the quality assurance of programmes delivered by partner institutions; therefore this code and the processes within it are applicable for collaborative provision.
- 1.2. Annual Monitoring is concerned with reaching an evidence-based judgement on the effectiveness of a programme in achieving its stated aims and the success of its students in attaining the intended learning outcomes. The process enables the University to reflect and report on positive outcomes and the quality of the student experience, as required by Condition B3 within the [Regulatory framework for higher education in England - Office for Students](#).
- 1.3. These provisions are designed to follow the precepts and guidance contained in the Quality Assurance Agency (QAA) UK Quality Code for Higher Education (2024), specifically Principle 4 - Using data to inform and evaluate quality and Principle 5 - Monitoring, evaluating and enhancing provision which require providers to "...collect, analyse and utilise qualitative and quantitative data at provider, departmental, programme and module levels" and "regularly monitor and review their provision to secure academic standards and enhance quality".
- 1.4. Programme Leaders, in association with their teams, are responsible for undertaking Annual Monitoring for their respective programmes (throughout the document, programme can refer to an award or a subject). Although the formal process takes place at the end of each academic session and requires the production of a summative report, it should be borne in mind that the consideration of quality and standards cannot be restricted to one point in the year. Both staff and students are encouraged to respond promptly to difficulties at the time that they arise by bringing them directly to the attention of the person who is best able to deal with them. Moreover, the effectiveness of Annual Monitoring depends upon the collection of evidence relating to standards and quality and this should be undertaken on a continuing basis. Programme Teams delivering Lincoln Bishop validated programmes in partner institutions are expected to undertake the

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same process and produce a summative report on the relevant Lincoln Bishop University proforma.

- 1.5. Programme Leaders and their teams are also reminded that Annual Monitoring is not merely retrospective but has as its central purpose the enhancement of standards and quality. The process is intended to lead to action and in scrutinising reports, Faculty Deans and the Provost and Chief Academic Officer should take a particular interest in the clarity and appropriateness of action plans for the coming year and the extent to which the actions identified in the previous report have been completed.

### **2. ANNUAL MONITORING REPORT**

- 2.1. An Annual Monitoring Report (AMR) will be produced in respect of each programme or subject. The structure of the AMR will ensure that standards and quality are monitored in discrete areas of provision as appropriate to the award structure. The template will be approved by the Programme Quality Enhancement Sub-Committee and covers, as a minimum:
  - 2.1.1. academic standards, including appropriate outcomes where professional recognition is part of the programme;
  - 2.1.2. consideration of the programme/s against the Office for Students (OfS) B Conditions;
  - 2.1.3. key data sets, including recruitment, continuation, completion and progression; and
  - 2.1.4. the quality of students' learning opportunities.
- 2.2. The AMR will be prepared by the appropriate Programme Leader at the end of the academic session under review. This will reference and analyse data and feedback resulting from the various sources listed within the AMR Guidance document, and evaluate programme performance against sector or institutional benchmarks, standards and thresholds to provide an enhancement plan that will cluster and flag actions which:
  - 2.2.1. respond to student voice, including student surveys (NSS, FoCUS) and localised surveys, such as module evaluations;
  - 2.2.2. relate to actions arising from external examiners' reports;
  - 2.2.3. are part of wider enhancement plans being deployed by the programme teams, Faculty or University;
  - 2.2.4. are aspects of good practice which may be worthy of wider dissemination or development into an institutional enhancement plan;
  - 2.2.5. are issues that need addressing at Faculty or University level.

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### **3. FORMAL CONSIDERATION OF THE ANNUAL MONITORING REPORT**

- 3.1. Each AMR will be reviewed by the relevant Faculty Dean in which the programme is located. Before approving the report, the appropriate Faculty Dean or Deputy Dean should assure themselves that the process of Annual Monitoring has been conducted with rigour and integrity and that the report has been the outcome of discussion within the programme team and has been considered and agreed by its members.
- 3.2. A copy of each AMR should be forwarded to the Quality team to ensure a central record is maintained.
- 3.3. At this stage, a student representative from the Students' Union (SU) should read, comment and check the narrative for coherency and comprehension, and confirm that the action plan appropriately evidences the outcome from analysis of data and feedback. Once satisfied, the SU representative is required to sign-off on the AMR.

### **4. FACULTY SUMMARY REPORT**

- 4.1. Faculty Deans collate key information within the AMRs to draw together a summary report for their portfolios, which inform the Faculty Executive Group AMR Summary Report, completed by the Provost and Chief Academic Officer.
- 4.2. Relevant AMRs and the Faculty Summary Report are considered at the Autumn meeting of the Academic Quality & Standards Committee. Committee members need to assure themselves that a robust AMR process has been followed which seeks to evaluate and enhance standards by considering key evidence and data sets against the requirements of the OfS B Conditions relating to quality, reliable standards and positive outcomes for all students.
- 4.3. The Committee will also ensure that the AMRs provide a suitable enhancement plan with identifiable, achievable and measurable actions relating to the outcome of the data and feedback analysis undertaken by the Programme team.
- 4.4. Following their approval by the Academic Quality & Standards Committee, the Faculty Summary Reports will form part of the evidence base for the Annual Report on the Academic Health of the Institution.

### **5. REPORT ON THE ACADEMIC HEALTH OF THE INSTITUTION**

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- 5.1. The Report on the Academic Health of the Institution will provide an evaluative overview of key quality assurance and enhancement matters, identify good practice along with strategy for their dissemination and identify strands which should be explored as possible areas for future development and enhancement. This will be prepared by the Provost and Chief Academic Officer, Executive Dean: Teaching, Learning and Student Success, Executive Dean: Research and Knowledge Exchange, and the Planning Team. The report will draw upon the following evidence base:
  - 5.1.1. Faculty Summary Reports on the outcomes of Annual Monitoring;
  - 5.1.2. External Examiner Reports;
  - 5.1.3. Validation Event Reports;
  - 5.1.4. Reports related to external inspections and audits (for example Ofsted, PSRBs, QAA);
  - 5.1.5. Institutional-level management information related to continuation, completion, progression, and good outcomes, diversity/equality information as appropriate, and other relevant Key Information Set data;
  - 5.1.6. National Student Survey and the institution's internal survey (currently known as the FoCUS).
- 5.2. The report will be presented to Senate following presentation to the Academic Quality & Standards Committee and the Academic Assurance Committee.

### **6. COLLABORATIVE PROVISION**

- 6.1. Partner institutions are required to provide an AMR for each subject area or programme and these are considered through the partnership governance structure and Faculty who provide reassurance through the Faculty Summary Reports.