



Annual Quality Monitoring (AQM) Requirements for Non-Standard Collaborative Provision - 2019-20 onwards

The calendar below refers to programmes operating on a non-standard timescale. This typically includes programmes operating across a calendar year.

For provision that operates according to a standard academic year cycle, i.e. programmes beginning in September, please refer to the AQM calendar for standard provision.

QA Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
PROGRAMME COMPOSITIONS (PCs)								QO(P) sends request for Programme Compositions from the Partner, cc'ing the LT & EP/ GPU Account Manager as appropriate.			Partner sends confirmed PCs to DAQ.	Programme Compositions are checked by LT (EP for VS) and signed off by PMB Chair/ VS AB Chair/ JAB (for DMUIC). EP/GPU Account Managers to chase missing PCs.
NEW STAFF CVs	CVs for new teaching staff are endorsed throughout the year and recorded in the Programme Composition. Partner sends CVs to the LT (faculty-owned provision only) or to EP (VS provision only) for endorsement by PMB Chair (or equivalent), cc'ing QO(P). Endorsement date is recorded on the programme composition.											
PROGRAMME HANDBOOKS UPDATED								QO(P) sends request to Partner re handbooks.		Partner develops draft handbook in liaison with the LT/PL & submits draft handbook to QO(P). [LAST WEEK OF OCTOBER]	QO(P) checks handbooks and forwards to LT and PMB Chair for checking and approval. For VS, QO(P) forwards handbook to EP to seek endorsement from ESA.	Final PMB/AB Chair-approved handbooks to be ready. [MID DECEMBER DEADLINE]
PROGRAMME APPRAISAL AND ENHANCEMENT (PAE) DOCUMENT					QO(P) alerts Partners to begin planning for the PAE reports and to liaise with LT (ESA for VS provision) and EP/ GPU where appropriate. LT or EP (for VS) to notify QO(P) of PAE submission dates.			18 September 2020 or soon thereafter: First PAEs submitted to LT for faculty-based provision, or to QO(P) for VS, for storage on DMU shared drive. APQ/VSB Chair endorsement to be sought before presentation at first PMB. Student feedback details to be included in PAE.	*Subsequent PAE submissions should follow PMBs. Dates should be agreed with the faculty via the Link Tutor or EP (in the case of VS) by the start of the academic session. All PAEs must be stored on DMU shared drive to aid quality monitoring.			
PUBLIC INFORMATION CHECKS	Partners advise EP/GPU Account Managers of any changes to public information. Evidence and confirmation that public information is accurate, and that mechanisms are in place to check the accuracy of public information, is captured in the PAE report.											
EXTERNAL EXAMINER RESPONSES								DAQ sends EE reports and reminder to faculties and Partner to publish and respond to EE reports.	Partners publish anonymised reports. LTs work with Partners to prepare EE response - to be included in the PAE.			

KEY: QO(P): [Quality Officer \(Partnerships\), DAQ](#) || A/M: [Account Manager](#) || EP: [Educational Partnerships, DAQ \(for UK partners\)](#) || GPU: [Global Partnerships Unit](#) || LT: [Link Tutor \(faculties\)](#) || VS: [Validation Service model](#) || ESA: [External Subject Adviser for Validation Service \(VS\) programmes](#)
 || PMB: [Programme Management Board](#) (in faculties and at partner institutions) || EE: [External Examiner](#) || DAQ: [Department of Academic Quality \(at DMU\)](#) || AB: [Assessment Board](#) (referring to VS processes)