

An overview of Annual Quality Monitoring (AQM) for Collaborative Provision (CP)

About Annual Quality Monitoring (AQM) for CP

The revised [UK Quality Code for Higher Education](#) outlines that degree-awarding bodies are ultimately responsible for assuring the quality of the learning opportunities provided for modules and programmes that lead to their awards offered through partners and that they operate effective regular and systematic processes for monitoring and reviewing delivery as part of their risk management procedures.

A process of annual quality monitoring for academic partnerships is firmly established at DMU and can be found in **Section 2 Monitoring Collaborative Provision** in the [Guide to Managing Collaborative Provision](#).

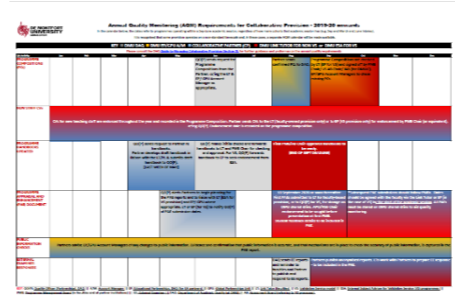
In the event that there is a serious concern regarding the quality or standards of a validated programme this will trigger the 'Cause for concern procedure'.

Who is involved?

In order to maintain parity of standards, the same processes used for monitoring standard DMU provision are applied to collaborative provision, however greater central oversight is maintained to address risk management concerns. The faculty **Link Tutor / External Subject Adviser** and the **partner** are central to the effective operation of annual quality monitoring procedures. The Global Partnerships Unit (**GPU**) and the Department of Academic Quality (**DAQ**), which includes **Educational Partnerships (EP)**, have a role in alerting partners and faculties when AQM activities need to be undertaken and in seeking confirmation that they have been completed. Activities across the faculty are monitored at Faculty Collaborative Provision Committees (**FCPCs**). AQM summaries are submitted to the University Collaborative Provision Committee (**UCPC**). The UCPC reports to the Academic Quality Committee (**AQC**). The AQC reports to the **Academic Board (AB)** that oversees the monitoring process.

The AQM Calendar

The University has a set of minimum Quality Assurance (QA) requirements it expects of partners in relation to the management of collaborative provision. These are detailed in the [AQM calendar](#) and explained below.



Find out more:

DMU Guidance

- Section 2 in the [DMU Guide to Managing Collaborative Provision](#)
- [DAQ Guidance and Forms webpage](#) (including links to the AQM calendar)

External Guidance

- [QAA Revised UK Quality Code for Higher Education Partnerships](#)

Focus on programme delivery

Programme Appraisal and Enhancement (PAE)

All partners are required to complete a PAE in time for the start of the academic year. The PAE ensures that **one plan** records **ALL** programme enhancements whether generated at programme, subject, department, faculty or institutional level. It is a crucial part of the university's programme monitoring process which requires the partner and DMU to confirm explicitly whether or not academic standards are being maintained.

The PAE is a live document which should be updated once new information becomes available during the academic session.

It should be a standing item on the agenda for the Programme Management Boards (PMBs) or equivalent at partner institutions, held throughout the year. The PAE should be presented at each PMB and the Action Plan updated and endorsed during the meeting.

The PAEs should be stored on the University shared drive to aid quality monitoring.

Feedback

Programme Level Student Feedback

At programme level, on an annual basis, **Link Tutors** and **External Subject Advisers** will visit the partner and meet with students and report on feedback. This information, alongside notes from Staff Student Consultative Committees, should be fed into the PAE. The effectiveness of student feedback procedures will be considered during Periodic Review and at Collaborative Review.

At module level, the partner's own procedures for collecting and responding to student feedback should be used for students on DMU programmes and fed into the PAE.

Responses to External Examiner Reports

In their annual reports, External Examiners comment on the comparability of standards and the effectiveness of assessment arrangements.

The partner must contribute to, or issue, a response to the External Examiner report and it is recommended that this response is also published to students via the partner's VLE.

Public information

Annual updates to Programme Handbooks

Programme Handbooks are subject to consumer rights legislation in relation to the accuracy of information provided to students about their programme and its delivery.

Partners should discuss changes to the handbooks with the **Link Tutor** or **External Subject Adviser** before students start the academic session and prior to the AQM submission date. Handbooks should be designed according to the DMU [Programme handbook guide](#) and forwarded to DMU for approval.

Regular Public Information Checks

The University's public information policy ensures effective control over the accuracy of all public information, publicity and promotional activity relating to its collaborative provision. All marketing material relating to a DMU programme must be approved by DMU before the material is made public.

Public information checks extend to dissemination of External Examiner reports and responses, to students via the partner's VLE.

Partnership arrangements

Programme Compositions

Programme Compositions are a record of core information relating to programmes and need to be confirmed annually. Changes to programme compositions will be considered a variation to the contract.

DMU oversight of new partner teaching staff CVs

CVs for new teaching staff should be endorsed by the DMU PMB Chair or External Subject Adviser before teaching staff candidates are appointed / begin teaching. Once endorsement has been granted from DMU, the date of endorsement should be noted on the programme composition.