

# **University Centre Middlesbrough**

## **Module & Programme Monitoring Policy**

|                     |               |
|---------------------|---------------|
| Owner               | HE Office     |
| Version Number      | 1.8           |
| Effective Date      | February 2026 |
| Date to Be Reviewed | July 2028     |

## Contents

|     |                                                                                   |   |
|-----|-----------------------------------------------------------------------------------|---|
| 1.0 | Introduction .....                                                                | 3 |
| 2.0 | Module/Programme Monitoring Process.....                                          | 3 |
| 2.1 | Module Evaluation Reports: Criteria for Completion and Delivery<br>Deadline ..... | 3 |
| 2.2 | Module Evaluation Reports: Follow-up and Actions .....                            | 4 |
| 2.3 | OU Annual Monitoring .....                                                        | 4 |
| 2.4 | Pearson Annual Monitoring .....                                                   | 5 |
| 3.0 | Appendix 1: Module Evaluation Report.....                                         | 6 |

## 1.0 Introduction

Module/Programme Evaluation reporting is an essential part of the annual UCM quality monitoring cycle. The purpose of module and programme evaluation is to:

- monitor the quality of programmes and their modules;
- identify underperforming 'critical' modules and develop suitable action plans;
- monitor the quality of module/programme action plans;
- support module and programme leaders to tackle any issues identified in critical modules, by students, or an external examiner;
- identify and share good practice of new programmes and their modules;
- inform the departmental review process;
- inform the staff appraisal process.

## 2.0 Module/Programme Monitoring Process

Module and programme leaders monitor quality throughout the academic year through both ad hoc processes (such as informal student feedback) and in evaluating progress against targets/actions including:

- programme validation approval report recommendations and forward-looking actions;
- previous evaluation reports;
- departmental review outcomes/actions;

and from data and feedback emerging from processes including:

- programme boards (which include student feedback);
- module results;
- student module evaluation questionnaires;
- external examiner comments/reports.

The culmination of the quality monitoring activity is the production of module evaluation and programme leader reports.

### 2.1 Module Evaluation Reports: Criteria for Completion and Delivery Deadline

A module evaluation report (template included as Appendix 1) is completed by the module leader and required under the following circumstances:

- the module is running for the first time;
- the module is defined as 'critical' due to the pass rate being lower than the following thresholds (excluding withdrawn and suspended students):
  - Level 4: 75%
  - Level 5: 80%
  - Level 6: 85%
  - Level 7: 80%
- the external examiner raised issues in the current or previous year;

- the module receives mostly 'unsatisfactory' evaluation from students in the annual student module evaluation questionnaires;
- module action plan items are noted to be incomplete at the Summer programme board (see Section 2.3);
- a module report that should have been completed in the previous year, was not submitted.

Programme leaders collate module reports and submit them to the HEO via the HE programme leader task system at the end of September.

## 2.2 Module Evaluation Reports: Follow-up and Actions

All module reports inform the annual programme report completed by the programme leader.

All module report action plan items (if any) are reviewed at the Autumn programme board and any outstanding items are noted and revisited at subsequent programme board meetings. All items should be complete by the Summer programme board.

For modules flagged as 'critical' (according to the criteria noted above) module and programme leaders are invited to meet with the Head of Quality - UCM within 14 days of report submission. The purpose of this meeting is to review the module action plan with the programme leader and to offer support/guidance or organise training as appropriate.

Following this initial meeting, programme and module leaders meet with the Head of Quality - UCM at agreed points in the academic year to review module action plan progress. At the final meeting, if items are incomplete, the module will remain critical and the Head of Quality - UCM and faculty management will meet to discuss a range of options.

## 2.3 OU Annual Monitoring

The OU's annual monitoring process for validated partners is called Institutional and Programme Monitoring (IPM). For the purposes of this policy, only 'Programme Monitoring' is of interest.

All OU programmes are monitored in three 'submissions' as detailed in the table below.

| OU Programme Monitoring Process |                                                                                                                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Submission                      | Detail                                                                                                             |
| Submission A                    | Commentary in section A.1 on student recruitment                                                                   |
|                                 | Commentary in section A.2 on student profile                                                                       |
|                                 | Commentary in section A.3 on RPL                                                                                   |
|                                 | within 4 weeks – Feedback                                                                                          |
|                                 | within 6 weeks - Compile responses to any items for immediate action and record within the 'Immediate Actions' tab |
| Submission B                    | Data table B:1 with additional commentary on progression and retention                                             |
|                                 | Data table B:2 with additional commentary on student achievement                                                   |
|                                 | Data table B:3 with additional detail and commentary on appeals, complaints, academic misconduct and mitigation.   |

|                     |                                                                                                                    |
|---------------------|--------------------------------------------------------------------------------------------------------------------|
|                     | within 4 weeks – Feedback                                                                                          |
|                     | within 6 weeks - Compile responses to any items for immediate action and record within the 'Immediate Actions' tab |
| <b>Submission C</b> | Final Evaluation (commentary within sections C:1 to C:12)                                                          |
|                     | Review and update Action Tracker                                                                                   |
|                     | within 4 weeks - Feedback                                                                                          |
|                     | within 6 weeks - Compile responses to any items for immediate action and record within the 'Immediate Actions' tab |

The HEO pre-populates the OU IPM submission templates with the necessary data and works with programme leaders to complete each submission on time and to respond to any immediate actions. Items in an IPM action tracker are tracked in programme board meetings and reviewed annually.

To avoid unnecessary duplication, Programme Leaders are not required to submit separate further annual monitoring reports to the HEO.

## **2.4 Pearson Annual Monitoring**

The mechanism through which Pearson courses are annually reviewed is the Annual Programme Monitoring Report: completed by the appointed Pearson quality staff member for the College. As this report is specific to the College there is no requirement for 'per-course' reports.

### 3.0 Appendix 1: Module Evaluation Report

Available [here](#).

| Revision History |                |                                                                                                                                                                                                                       |
|------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Version          | Date           | Detail                                                                                                                                                                                                                |
| 1.0              | September 2017 |                                                                                                                                                                                                                       |
| 1.1              | September 2018 | Document edited for clarity and to homogenise presentation and implement URLs to College website <a href="#">HE Essential Information</a> page.                                                                       |
| 1.2              | July 2019      | OU Programme Evaluation Template added.                                                                                                                                                                               |
| 1.3              | September 2019 | Wording clarified.                                                                                                                                                                                                    |
| 1.4              | May 2020       | Additional criteria added for completion of Module Evaluation Report.<br><br>Appendix 2. Changed from pasted OU document to a link to OU document to ensure latest version of OU documentation is used                |
| 1.5              | September 2020 | The OU APE Annual monitoring process replaced with the new IPM process.                                                                                                                                               |
| 1.6              | January 2022   | Checked for accuracy.                                                                                                                                                                                                 |
| 1.7              | July 2022      | Amended to reflect updates in QA processes, Pearson annual monitoring added.                                                                                                                                          |
| 1.8              | February 2026  | Section 2.2 Amended to reflect role title and responsibility changes.<br>Section 2.3 Addition to clarify process.<br>Logo removed pending update approval<br>Title amended from HE to University Centre Middlesbrough |