

Procedure for partner programme monitoring

*[For guidance on the monitoring, of programmes involving delivery with a partner relating to;
Placements – contact the Placement and Development Manager
Study Aboard and Erasmus – contact the Erasmus and Study Abroad Manager]*

Introduction

1. The University delivers a number of programmes with academic partners which undergo formal annual and periodic monitoring processes as outlined in this document. These procedures refer specifically to University programmes delivered in partnership where the University retains responsibility for quality assurance and programmes which result in a University award.
2. Double Masters and 4+1 recruitment agreements are monitored through the Partnership Annual Review (Form 2) process. This monitoring process is used because the University's programme remains independent of the partnership programme and is awarded independently of the partner award. The University's programme is further monitored by the standard University monitoring process as outlined here (Section 3);

<http://www.reading.ac.uk/cqsd/QualityAssurance/PoliciesandProcedures/cqsd-PoliciesandProcedures.aspx>

Annual Programme Report

3. All programmes undergo monitoring as part of the Annual Programme Report process, detailed guidance of which can be found here (Section 3b):
4. Annual Programme Reports provide an opportunity for Boards of Studies to routinely monitor the management and operation of their programmes during the previous academic year, thus fulfilling a quality assurance function, and also to reflect on ways in which they might enhance those programmes in future years.
5. As part of the Annual Programme Report process, any programmes that involve delivery with an academic partner also require a Partner Programme Sub-report. The document is completed by the partner and feeds into the writing of the Annual Programme Report. Detailed guidance on the Partner Programme Sub-Report can be found here (Section 3c);

<http://www.reading.ac.uk/cqsd/QualityAssurance/PoliciesandProcedures/cqsd-PoliciesandProcedures.aspx>

The writing of the Annual Programme Report should also take into account comments from the Partnership Annual Review (Form 1) which is submitted to the Global Engagement Strategy Board.

6. Annual Programme Reports are produced by the Board of Studies and include a specific section on the Management of Collaborative Provision. The Partner Programme Sub-reports should be attached as an Annex to the Annual Programme Report.

7. Completed Annual Programme Reports are considered by the appropriate School Boards for Teaching and Learning, and, in summary, by the Sub-Committee on Delivery and Enhancement of Learning and Teaching (DELT) during the Spring Term. The Sub-Committee produces an evaluative commentary, highlighting examples of good practice and setting out any recommendations arising from the issues identified, which is submitted for approval alongside the reports to the University Board for Teaching and Learning (UBTL) at the end of the Spring Term. DELT will report back to the School Boards for Teaching and Learning detailing decisions taken as a result of the reports and any actions arising.
8. Based on Annual Programme reports and the associated Partner Programme Sub-report, the Centre for Quality Support and Development (CQSD) produce an Annual Overview Report on Partner Programmes. The overview report is submitted to DELT during the Spring Term. The report is then referred to UBTL to consider any recommendations. The report is in turn referred to School Boards for Teaching and Learning for note on best practice and for creation of action plans on any amendments and/or enhancements required.
9. The purpose of the Annual Overview Report on Partner Programmes is to draw together a number of issues from the Annual Programme Reports of all academic partnerships to help the University to maintain an institutional overview of the quality assurance of these programmes and to identify areas of good practice for dissemination. This may include comments on;
 - Management of programmes and key events
 - Supporting students and the student experience
 - Teaching and Learning Resources
 - Admissions
 - Progression and Classification

The Overview report will identify areas of good practice as well as identify recommendations to address consistent areas which require amendment and enhancement.

Partnership Annual Review (Form 1)

10. All programmes including delivery with an academic partner and those with progression or articulation arrangements must complete an Annual Partnership Monitoring Form (Form 1). The Form 1 template can be found here (section 11i):
<http://www.reading.ac.uk/cqsd/QualityAssurance/PoliciesandProcedures/cqsd-PoliciesandProcedures.aspx>
11. All Form 1s are reviewed by an appointed panel of the Global Engagement Strategy Board and a report is prepared, considering in particular;
 - Quality Assurance
 - Financial Viability
 - Operational Management
 - Actions to be taken based on review

This document further highlights examples of good practice and sets out any recommendations arising from the issues identified.

12. The panel's summary document will be considered by the Global Engagement Strategy Board in the Spring Term and subsequently submitted to the UBTL in the Summer Term. The outcomes and summary should also be disseminated to the relevant School Boards for Teaching and Learning where partnership programmes report. Where the Global Engagement Strategy Board recommends that a programme be withdrawn, the Teaching and Learning Dean is responsible for

consulting the relevant Head of School and the School Board for Teaching and Learning, and for ensuring that the matter is considered by the University Programmes Board, either as a proposal for the withdrawal of a programme or as a paper proposing that the programme continue. Where the withdrawal of a programme is proposed, the formal procedure for the withdrawal of an existing programme should be followed as detailed here (Section 5e);

<http://www.reading.ac.uk/cqsd/QualityAssurance/PoliciesandProcedures/cqsd-PoliciesandProcedures.aspx>

Periodic Review

13. Schools and Programme Areas undergo Periodic Review every six years and an appointed panel consider approval of a suite of programmes offered by the School to run for a further period of six years. Detailed guidance on the process can be found here (Section 3a);

<http://www.reading.ac.uk/cqsd/QualityAssurance/PoliciesandProcedures/cqsd-PoliciesandProcedures.aspx>

14. Periodic Review of a School or programme area will incorporate review of any programmes delivered with an academic partner. This will include progression and articulation arrangements.

Partner Programme Review

15. All partnership programmes undergo Partner Programme Review every six years which reviews the programme, the partner and considers approval of continuing the programme partnership for a further six years. Detailed guidance on the process can be found here (Section 11a);

<http://www.reading.ac.uk/cqsd/QualityAssurance/PoliciesandProcedures/cqsd-PoliciesandProcedures.aspx>