

BPP University – University Policies and Procedures

Academic Planning, Monitoring and Review



Scope	Staff
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Purpose	Outlines the procedures for academic planning, review and monitoring.

Regulatory Mapping

BPP University General Academic Regulations
Section D: Awards and Programmes Framework

BPP University
University Policies and Procedures
Academic Planning, Review and Monitoring

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1. Introduction

1.1. This document outlines the procedures for academic review and monitoring, and should be read in conjunction with the University’s General Academic Regulations (GARs), Part D: Awards and Programmes Framework.

2. Protocol for the Production, Content and Scrutiny of Academic Planning, Review and Monitoring

Principles

1.1. Academic Planning, Review and Monitoring has a vital role to play in the maintenance of standards and the enhancement of academic quality.

1.2. Academic Planning, Review and Monitoring can extend to individual modules, individual or a collection of programmes, or the School as a whole, and is determined by risk-based principles.

1.3. However, to meet this role it must:

- a) provide useful, meaningful, and risk-based scrutiny of academic provision;
- b) ensure that scrutiny is captured in an effective and achievable risk-based action plan;

- c) provide a management and reference tool for staff, programme management and senior management;
 - d) provide a developmental focus;
 - e) be specific, un-repetitive and pertinent to the internal audiences identified above.
- 1.4. Academic Planning, Review and Monitoring must draw upon as wide a contribution from the staff team as possible and all staff must have the opportunity to comment upon Academic Review and Monitoring submissions. Staff should be given at least one week to consider and comment upon any submission before it enters the scrutiny process.
- 1.5. Academic Planning, Review and Monitoring submissions that are produced for the purposes of external agencies may be required to follow a different format from that agreed for Academic Planning, Review and Monitoring submissions for BPP University's own awards. Where this is the case, Award Leads should follow the prescription laid down by the professional body. However, as far as possible, the style and content of the Academic Planning, Review and Monitoring submissions should follow that specified here, for example, repetition of the same points in subject or module review summary should be avoided and be included in the Dean's/Award Leads' submission on academic provision/programme wide matters. Where an Academic Planning, Review and Monitoring submission for external purposes omits a component that is required for internal purposes or otherwise omits content of internal requirements, the Award Lead must add those components together with a gloss to the report for the internal audience.
- 1.6. The approved Academic Planning, Review and Monitoring Submission must be made available to staff members.

Contents and Structure

- 1.7. GARs, Part D, Section 2, Point 2.1. specifies that the following matters should be considered in the Academic Planning, Review and Monitoring Procedure and consequently should be covered within the content of any required Academic Planning, Review and Monitoring Submission:
- a) Review admissions policy and performance, and critically assess and review whether academic provision remains valid in adhering to academic and professional standards, is resourced effectively, and that student performance is consistent with intended learning outcomes, providing students with a fair and

reasonable change of achieving the academic and professional standards required for successful completion.

- b) Review and address feedback from external examiners, students, and to identify both strengths and problems, weaknesses and areas for improvement, and in doing so identify opportunities for development and enhancement of academic provision; in doing so develop and maintain an ongoing risk-based action plan to address matters for improvement and enhancement.
- c) Critically review the effectiveness of academic provision for students with disabilities and learning and their retention and achievement, and also pay due regard to the ethnic profile of students by retention and achievement, identifying trends and under-represented groups; in doing so develop and maintain an ongoing risk-based action plan to address matters for improvement and enhancement.

1.8. In support of these aims and to aid clarity and consistency of presentation the Academic Review and Monitoring Submission must contain, where applicable:

- a) A risk-based action plan specifying catalyst, intended outcome, timescale and responsibility for each issue;
- b) outcomes of any previous action plan;
- c) a summary of modifications to educational provision such as programme changes;
- d) a statistical report on student progress with analysis;
- e) a detailed summary of student feedback;
- f) a list of all current external examiner appointments, their subjects and whether or not a report has been received from each of them;
- g) reports from external agencies such as external examiners, QAA and professional and statutory bodies, where applicable;
- h) a list of issues raised by external examiners and other external bodies together with responses to them;
- i) an evaluation of the effectiveness of academic provision, programme aims, teaching and learning methods, and assessment strategies, including e-learning, for students with disabilities and learning difficulties. Comment on the number of students with disabilities and their retention and achievement;
- j) comment on the students' ethnic profile, by retention and achievement, identifying trends and under-represented groups.

Scrutiny and Submission Dates

- 1.9. The timetable for each scrutiny process and the members of the scrutiny team will be established by the Dean of Academic Quality & Policy in consultation with the Deans of the Schools.

Process of Production

- 1.10. Formats for the structure and content of Academic Planning, Review and Monitoring shall be published by the Office for University Academic Quality. These templates will specify the structure and format that the process shall take.

Scrutiny Process

- 1.14. Before an Academic Planning, Review and Monitoring Submission shall be considered by the Education and Standards Committee, it must pass through a scrutiny process.
- 1.15. The scrutiny process shall comprise the following stages:
- a) The Academic Planning, Review and Monitoring Submission shall be prepared by a team as determined by the Dean of School. The Office for University Academic Quality shall review the submission for compliance with the University's expectations in this area and shall inform the Dean of School as to whether it is or is not compliant. The Dean of School shall determine whether or not to accept the submission or to refer it back to the team for further work. Where the submission is accepted, the Dean of School shall refer it for consideration by the School Education and Standards Board;
 - b) The School Education and Standards Board shall determine whether to approve the submission or to refer it back to the Dean of School and their team for further work. Once approved by the School Education and Standards Board, the submission shall be submitted to the Education and Standards Committee, or a sub-committee of it established for the purpose.
 - c) The Education and Standards Committee may approve the submission, in which case it may be released to external bodies where required, or it may refer the submission back for further amendment or review. In the case of the latter, the Dean of Academic Quality & Policy shall be charged to ensure that the changes required by the Committee are effected before the submission is released. Where the changes required substantially affect the nature of the submission, the

Committee may require that the submission reverts to it for approval before it is released.

Comparative Review

- 1.16. An Academic Planning, Review and Monitoring comparative review will be carried out annually by the Office for University Academic Quality. This shall consider the scrutiny process, distil best practice, identify cross-programme issues, review matters of content, structure and style, and propose any changes for the next round of the process. The review report will be included within the Annual Quality Report.

Policy Revision History

Version Number	Description	Author	Reviewed by	Date
1.0	Revised and re-presented policy following first stage review of regulatory framework	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	July 2022
2.0	Renamed Academic Planning, Monitoring, and Review and aligned with revised GARs	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	July 2023