Academic Procedure

A11 Monitoring and Evaluation Procedure

1.　Purpose and Scope

This policy is intended to inform and assist SAE staff to ensure effective implementation of Middlesex University (MU) regulations after the granting of Accredited Status to SAE Institute in 2010, and it replicates those MU regulations and procedures.

Monitoring considers the effectiveness of Programmes in achieving stated aims and intended learning outcomes/objectives, and identifying issues associated with the achievement of programme standards and the quality of the student experience. Enhancement is achieved by ensuring that appropriate actions are taken both to resolve issues and to improve standards and the student experience, the dissemination of good practice and by informing the planning process.

Monitoring and enhancement is accomplished across all academic provision, using systematic consideration of evidence and the production of reports, which are presented via the appropriate advisory and approval structures and made available to Boards of Studies and External Examiners as indicated below.

2.　Responsibilities

The University

The responsibilities and procedures of the University are set out in its Learning and Quality Enhancement Handbook.

The Institute

The Institute is responsible to the University for compliance with its monitoring and evaluation requirements. Within the Institute monitoring and enhancement is the overall responsibility of the International Standards and Quality Committee.

Schools and Degree Centres

SAE Schools and Degree Centres will ensure that throughout the academic year all Programmes are subject to monitoring and enhancement, completing live action reports, reflecting ongoing events, which then constitute monitoring reports for consideration. Annual Monitoring reports (AMRs) will be generated by Academic Coordinators and submitted to the Associate Academic Director who provides an overview report and submits the reports to ISQC within the Institute and to CLTE within the University.

3.　University AMR Requirements for Accredited Institutions

- The AMR will be a live document which should be updated regularly, following consideration of a series of milestones (evidence).
- AMRs will be authored by the Institutional Link Tutor and following submission a commentary will be provided by the Accreditation Tutor.

- If necessary, the Accreditation Tutor will provide the institution with further guidance on the production of the AMR and ensure that staff teaching on the collaborative Programme(s) are informed of the University's monitoring procedures and timetable.

- The milestones/ evidence will be discussed with relevant colleagues, to determine points for consideration / action mechanism(s), success criteria / evidence, agreed timescales / responsibility and report back which will generate points for consideration / action mechanism(s).

- The monitoring process will dovetail with the planning process, allowing monitoring of progress at set intervals or the generation of ad hoc progress reports. It will be suitable for reactive and proactive actions, allowing enhancement and development, and be invaluable for review or audit.

- Phasing out programmes - following the approval of withdrawal by APPG, while the programme is phasing out a reduced report will be required addressing in particular the progression, achievement and support of remaining students.

- Notable success or strengths identified should be entered into the relevant table.

- Good practice will similarly be generated and entered into the relevant table.

- Accreditation Institution reports will be reviewed within CLTE

- CLTE will monitor progress against the success criteria and agreed timescales and provide feedback to the partner institution outlining the following:

- Approval or otherwise of the report as fit for purpose

- Identification of any major issues which may not have not been raised as actions

- Identification of notable success, strengths or good practice which may not have been included in the table(s)

- Recognition and follow up re. actions raised to be addressed at School or University level

- AMRs should be considered at the Programme Boards of Studies as appropriate with comments minuted for action at the committee concerned with academic quality and standards.

- Accreditation Institution reports will inform Institutional Monitoring.

The procedure for compilation and submission of Annual Monitoring Reports to the University is set out in the University's LQE Handbook.

4.   Review

In addition to review of AMRs within the University, SAE's ISQC will oversee and review monitoring processes at its regular meetings and will ensure that effective guidance and procedures are in place throughout the Institute's campuses. It will also ensure that quality monitoring feeds into quality enhancement and will liaise with the University with respect to any proposed changes to the procedure or document templates.

5.   Document Version Approval

Approval date: September 2010, following granting of Accredited Status by MU.

Revised: October 2011 (Approved, CEO)

Revised: April 2013 (Approved, Director of Academic Affairs, SAE Global)