



University of
Salford
MANCHESTER

Programme Monitoring and Enhancement Procedure (PMEP)

Version Number 4.0

Effective from September 2018

Owner: Quality and Enhancement Office

1.0 Purpose

- 1.1 This document outlines the general principles, regulations and guidance relating to the operation of the Programme Monitoring and Enhancement Procedure (PMEP) governing the University's routine monitoring of the delivery and performance of its taught programmes.
- 1.2 PMEP has been designed to satisfy, in combination with other policies, the Expectations in [the UK Quality Code for Higher Education](#).
- 1.3 These Expectations and the associated Indicators of sound practice reflect matters of principle which the HE community has identified as important for the assurance of quality and academic standards.
- 1.4 The purpose of PMEP is to assure the quality and facilitate the enhancement of the University's taught programmes, through the following specific objectives:
 - a) to identify and disseminate beyond the programme team exemplary practice in teaching, learning and assessment;
 - b) to engage programme teams in action planning to ensure that appropriate and timely measures are taken to improve academic standards and to enhance the quality of learning opportunities for students on their programme;
 - c) to engage students via Staff Student Committees in the monitoring and enhancement of programmes;
 - d) to identify issues affecting the performance of programmes which the Schools, the Professional Services or the University more widely should address;
 - e) to contribute to the periodic review and re approval (PPRR) of programmes, and to external reviews, through the accumulation of performance information and associated actions;
 - f) to provide assurance to Senate, via its Student Experience, Learning, Teaching and Enhancement Committee (SELTEC) that the University has effective means of monitoring and enhancing the quality of its programmes.

2.0 Scope

- 2.1 PMEP applies to all taught programmes leading to credit or qualifications of the University.
- 2.2 For programmes offered in collaboration with an approved partner, PMEP shall apply unless alternative arrangements have been approved and documented in the signed agreement.
- 2.3 Where "programme" is used in this procedure, this may mean a single qualification or a group of cognate programmes that are clustered together for programme and performance management purposes (e.g. for the NSS).

2.4 The responsibility for monitoring programmes lies primarily with programme teams, led by programme leaders, with contributions from module leaders on the evaluation of constituent modules. The action planning by programme teams for the enhancement of their programmes is monitored by Schools and for collaborative provision through Joint Board of Studies. The Student Experience, Learning, Teaching and Enhancement Committee (SELTEC) oversees PMEPE, through the consideration of data, evaluations and audits, on behalf of Senate.

3.0 Policy Statements

3.1 Programme Monitoring

3.1.1 Within the context of an annual governance cycle to assure the effectiveness of the procedure, PMEPE relies upon the timely consideration at various points throughout the academic year of qualitative and quantitative data relating to key performance indicators (KPIs) relevant to learning and teaching. In considering these data sources, including feedback from students via Staff-Student Consultative Committees, programme leaders, in consultation with other members of their programme team, plan actions to improve academic standards and enhance the quality of learning opportunities for students on their programme.

3.1.2 Issues identified by programme leaders, in consultation with students and their programme teams, are recorded on a Programme Action Log. Programme leaders outline the basis for and focus of key actions taken or planned in response to the qualitative and quantitative data, both to address or refer any areas of concern and to identify good practice for wider dissemination. Guidance and information about accessing Programme Action Logs is available on the QEO PMEPE website.

3.1.3 Relevant data for timely consideration may, at different times during the year, typically include:

- Admissions statistics.
- Module Review and student satisfaction surveys.
- Results from any programme level evaluations.
- Student achievement data including progression, degree outcomes and Destination of Leavers of Higher Education (DLHE).
- External Examiner reports.
- Outcomes from Staff/Student Committees.
- Professional, Statutory Regulatory Bodies (PSRB), where applicable.

3.1.4 *For non-collaborative programmes*, the quantitative information that programme teams are expected to consider is mostly available online within the Qlikview PMEPE dashboard. Where applicable KPIs are risk-rated high (red), medium (amber) or low (green) risk. The risk rating shall be determined

in relation to institutional and national, subject-specific targets, taking appropriate account of comparative sector data as well as absolute values. Guidance for programme teams on the availability and consideration of quantitative data will be published. Key qualitative data contributing to programme monitoring includes External Examiner Reports, engagement with PSRBs where applicable, and actions arising from Staff/Student Committees.

- 3.1.5 *For collaborative programmes*, the partner institution provides a set of quantitative and qualitative information in a report to complement the Programme Action Log.
- 3.1.6 All Programme Action Logs are reviewed by Directors of Directorate at least three times during the academic year. Directors' reports are considered by School Executives prior to collation in the School PMEP report to the Student Experience, Learning, Teaching and Enhancement Committee (SELTEC).

3.2 School consideration

- 3.2.1 Where risks are identified through updating the Programme Action Log, they are discussed by the Director of the relevant Directorate in conjunction with the School ADA and collaborative partner where applicable, with a view to identifying any further actions and/or support required to ensure enhancement is realised. Outcomes and actions are reviewed within agreed dates and the Programme Action Log updated accordingly.
- 3.2.2 Through their review of Programme Action Logs and associated discussions, Directors of Directorates draw out examples of good practice in the operation or development of programmes for wider dissemination within the School.
- 3.2.3 The School Executive consider Programme Action Logs on a risk-based approach, giving due emphasis to those programmes where the analysis of programme performance data puts at risk the programme's positive contribution to the achievement of key objectives drawn from the University's Strategic Plan. Consideration is also given to those examples of good practice recommended by Directors for wider dissemination.
- 3.2.4 ADAs update the School Action Logs in their School to take account of their consideration by the School Executive, with particular regard high risks identified, features of good practice and operational matters for referral outside the School.

3.3 University Consideration

- 3.3.1 SELTEC is responsible for advising Senate on the monitoring of programmes. At selected scheduled meetings, SELTEC receives reports from Schools assuring that UK threshold standards and the University's degree awarding standards have been met. The School report also highlights key risks, features of good practice and academic matters for referral outside the Schools. SELTEC refer PMEP issues to Academic Standards and Quality Assurance Committee (ASQAC) if appropriate. Other issues raised through PMEP which are referred for consideration beyond the Schools may be

referred to the Vice Chancellor's Executive Team where these are not relevant to the Scheme of Academic Governance and are not able to be resolved directly by the Schools in discussion with relevant University officers.

3.3.2 SELTEC will commission audits through the Academic Audit Sub Committee and such other evaluations or reports as may be required to verify the effective implementation of PMEP and to assure Senate that the procedure and the policy governing it remain fit for purpose and contribute to the enhancement of the quality of student learning opportunities.

4.0 Related Documentation

- Detailed guidance and support for colleagues involved in PMEP is available on the [QEO PMEP website](#)
- Information about Periodic Programme Review and Re-approval is available from [QEO Programme Approval and Review Website](#)

Document Control Information			
Revision History incl. Authorisation: (most recent first)			
Author	Summary of changes	Version	Authorised & Date
Jayne Langlands Helen Sharman	<i>Policy updated to remove Annual Collaborative Provision Monitoring and Enhancement Procedure (ACPME) process for collaborative programme monitoring (this was a temporary arrangement whilst PMEP was established). Collaborative providers to now follow PMEP process. Other minor editorial changes.</i>	V4.0	Editorial changes only – signed off by Deputy Head of Quality and Enhancement Office (08/08/18)
Jayne Langlands Helen Sharman	<i>Policy updated to include ACPME process for collaborative programme monitoring. Number of programme leader reviews reduced from five to four. Reporting relationship between SELTEC and ASQAC clarified.</i>	V3.0	Editorial changes only – signed off by Deputy Head of Quality and Enhancement Office (16/10/17)
HS	<i>Policy updated to remove reference to AHAs, Colleges and Heads of Schools. Updated web links. Equality Analysis carried out (separate document).</i>	V2.0	Editorial changes only – signed off by Deputy Head of Quality and Enhancement Office
SS-L	<i>Added hyperlinks to related documentation including Programme Action Log template</i>	V1.1	LTEC: 20/08/2014
SS-L/HS	<i>Update of CST pilot arrangements in light of evaluation by LTEC working group</i>	V1.0	LTEC: 24/03/2014
HS	<i>New monitoring procedure for implementation in all Colleges in 2014/15 to replace APME</i>	V0.1	LTEC:
Policy Management and Responsibilities:			
Owner:	This Policy is issued by the Deputy Vice Chancellor who has the authority to issue and communicate policy and has delegated day to day management and communication of the policy to the Quality and Enhancement Office.		
The Author:	The Author oversees the institutional development and operation of the procedure on a day-to-day basis and reports to the Student Experience, Learning, Teaching and Enhancement Committee (SELTEC) on institutional matters pertaining thereto.		
Others with responsibilities (please specify):	All subjects of the Policy will be responsible for engaging with and adhering to this policy, including Module Leaders, Programme Leaders, Directors of Directorates, Deans of		

Document Control Information	
	<p>School, Associate Directors Academic (ADAs), Quality and Enhancement Managers.</p> <p>Policies, Procedures and Regulations governing the operation of the PMEP are determined by Senate on the recommendation of the SELTEC.</p> <p>The operation and management of PMEP within Schools is the responsibility of Deans of Schools.</p> <p>The operation and management of PMEP at institutional level is the responsibility of the Deputy Vice Chancellor.</p>
Author to complete formal assessment with the following advisory teams:	
Equality Analysis Equality Assessment form	<i>EA completed December 2016</i>
Legal implications (LPG)	NA
Information Governance (LPG)	NA
Student facing procedures (QEO)	<i>The QEO has reviewed the policy to ensure its alignment with student facing policies and procedures.</i>
UKVI Compliance (Student Admin)	N/A
Consultation:	
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	1. NA
Review:	
Review due:	August 2018
Document location:	University Policy & Procedure Pages at http://www.salford.ac.uk/policies
The owner and author are responsible for publicising this policy document.	