7.   MONITORING AND REVIEW

7.1   The University policy requires that the following quality assurance processes should operate for all taught Programmes at the University:

(a)   each module should be subjected annually to student evaluation;

(b)   each Module Coordinator should submit a module report to the Programme Coordinator after the students have been examined in the module;

(c)   each Programme Coordinator should submit a Programme report annually to the Programme Board of Studies;

(d)   each Programme Board of Studies should produce on an annual basis an evaluative overview of the Programme – the annual Board of Studies Report;

(e)   each Programme of Studies should be subjected to review every cycle.

The following sections provide guidelines on the evaluation and review procedures.

7.2   Module Monitoring

7.2.1   Module monitoring is essentially a process designed to ensure that

(a)   modules are operating effectively;

(b)   adequate standards of teaching and learning are being met; and

(c)   appropriate remedial action is taken when problems are identified.

7.2.2   Each module should have a designated member of staff responsible for it as Module Coordinator. That member of staff will be responsible for carrying out monitoring procedures for the particular module for which s/he has responsibility and for reporting the outcome of that process to the relevant Department(s)/ Unit(s)/ Centre(s).

7.2.3   A module report should be submitted by each Module Coordinator to the Programme Coordinator after the students have been examined in the module. A standard Module Monitoring Report Form is given in **Annex 3.**

7.2.4   Another significant element of module monitoring is the student feedback, obtained on-line or through questionnaires distributed during the delivery and/or at the end of the module. The evaluation of the student feedback should be undertaken by the Module Coordinator or other member(s) of staff involved in the delivery of the module. A standard student feedback questionnaire is given in **Annex 4**.

7.2.5   The following guidelines are provided to allow a standard module monitoring report to be produced by each Module Coordinator:

Academic Year:
Module Code and Title:
Module Coordinator:
Department:
Faculty:
Programme(s) of Studies of which the module is part:
Other Academic Staff involved in the delivery of the module:

7.2.5.1 Overview of module

Comment on any achievement or problem(s) related to the module (curriculum, resources, mode of delivery, assessment) encountered during the semester/ academic year and propose any action that can be taken by the Module Coordinator, Area Coordinator, Programme Coordinator, Department, Faculty or University.

Give information on any problem that may have been identified in the previous year and how it was dealt with by the concerned party.

7.2.5.2 *Data on student performance in continuous assessment and in examinations*

Give the statistical data on the student performance in continuous assessment and in the individual questions in the examination written paper and comment on them.

Compare the performance with that of last year and comment on any factors that may be associated with any difference found in the data of both years (if applicable).

7.2.5.3 *Feedback*

The significant issues raised by students through the student feedback questionnaires should be stated.

Comments of the External Examiner(s) on the module (if any) should be considered and the actions taken or proposed as a result should be given.

7.2.5.4 *Staff Development Needs*

Comment on staff development needs identified in relation to either the curriculum or other requirements.

7.2.5.5 *Module Specification Sheet*

The module specification sheet should be attached to the report as per **Annex 5**.

7.2.6 The module report, submitted to the Programme Coordinator, will be discussed at the level of Boards of Studies. Minutes of the meetings should be kept.

7.2.7 If significant changes to the module are proposed arising from the monitoring process, the rationale behind the changes has to be given e.g. alterations to the secondary school curriculum, requirement of external bodies, developments in the subject area, modules offered by competitors, comments of external examiners or feedback from students or graduates.

7.3   Programme Monitoring

7.3.1 The purpose of the Programme monitoring process is to ensure that the modules offered in the Programme are operating effectively, that adequate standards of teaching and learning are being met, to identify good practice and to ensure that appropriate remedial action are taken when problems are identified.

7.3.2 The Programme Coordinator prepares an annual report on each of the Programmes for which s/he is responsible, based mainly on the reports of the Module Coordinators. A Programme Monitoring Report Form is given in **Annex 6**.

7.3.2.1 The report should comprise the following information:

Academic Year:
Faculty:
Programme Coordinator:
Department: Programme
of Studies:
Academic Staff involved in the delivery of the Programme:

7.3.2.2 Overview of the Programme of Studies

Comment on any major successes, achievements or problems, relating to the Programme (curriculum, resources, mode of delivery, assessment), encountered during the academic year.

List also any significant changes and developments brought to the Programme during the academic year.

7.3.2.3 Feedback on the Programme from students

Comment on the significant issues raised by students through questionnaires or Board of Studies meeting(s) or surveys. A Programme Evaluation form for final year students and recent graduates is found in **Annex 7**.

7.3.2.4 Feedback on the Programme from External Examiner(s)

State the main issues and actions that were taken or proposed (if any).

7.3.2.5 Student Performance

(a) Comment on any trends or developments observed in the student numbers and progression in the Programme during the academic year.
(b) Give the statistical data on each module of the Programme and comment on them.
(c) Compare modules within the Programme compared to previous years.
(d) Give the number of students graduating (if any), specifying the degree class.

7.3.2.6 Staff Development

Comment on any staff development need identified during the year. Comment also on the effectiveness of part-time or temporary academics and any procedure used to monitor their performance.

7.3.3   A report is provided for each year/level of the Programme by the respective Programme Coordinator. All the Programme Coordinators' reports are submitted for consideration at the Programme Board of Studies Meeting.

7.3.4   The Programme Board of Studies will then produce an evaluative overview of the Programme – the Annual Board of Studies Report, which will be considered by the relevant Department(s) and Faculty/ Centre Board(s). The latter may decide to take appropriate or remedial action, if necessary.

7.4   Monitoring of Undergraduate and taught Postgraduate Programmes

The procedure for monitoring of undergraduate and taught postgraduate Programmes is also outlined in the flowchart UoMQA11 given in **Annex 8**.

7.5   Programme Review

7.5.1   The main aims of the Programme review are to:

(a) review the appropriateness of the aims and objectives of the Programme for the future;
(b) ensure that the Programme is achieving its stated aims and objectives; and
(c) consider changes in the Programme in the context of changes in the discipline itself, Faculty/ Centre or University policy, changing recruitment patterns, employer demand and national trends.

7.5.2   The responsibility and time of the review lie with the Programme Board of Studies. Each Programme of Studies should be subjected to review every cycle.

7.5.3   The Programme Board of Studies should submit a report on the review exercise. The report should include a critical appraisal of the strengths and weaknesses of the Programme of Studies and any recommendations for action.

7.5.4   The report will be considered by the relevant Faculty/ CILL Board, which may decide to take appropriate or remedial action, if necessary.