

# **ACADEMIC MONITORING AND REVIEW POLICY**

1 The University of Law's Academic Monitoring and Review Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured.

This policy sits within The University of Law's Quality and Standards Code, which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

## **Introduction**

2 The University of Law (the University) recognises that central to this policy is the University's responsibility for the academic standards of all awards granted in its name, including apprenticeship programmes, and the quality of learning opportunities for students<sup>1</sup>. This policy sets out the framework of the University's approach to Academic Monitoring and Review, including the expectations, key aims and principles, procedural approach and responsibilities for the implementation and monitoring and review of the policy.

## **Responsibility for this policy**

3 Ultimate responsibility for the development of clear and effective processes and procedures associated with the quality assurance and maintenance of standards of academic provision, and overseeing their application lies with the Academic Board.

## **Expectation**

4 The University has in place effective processes for the routine academic monitoring and periodic review of programmes. This includes the collection and analysis of appropriate information to ensure the continued effectiveness of the strategic approach to and enhancement of learning opportunities and teaching practices.

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<sup>1</sup> The term student refers to all individuals undertaking study at or training through the University including undergraduate, postgraduate, face to face and online students; and apprentices.

## Key aims and principles

5 Monitoring of academic performance takes place, irrespective of whether credit or qualifications are awarded, and includes learning delivered by all partners.

The University:

- 5.1 ensures that its academic provision remains current and coherent, provides educational challenge, is effectively delivered and helps students develop relevant skills, remains valid in light of developments in research, professional practice, and pedagogy, and the requirements of Professional, Statutory and Regulatory Bodies; those bodies responsible for defining apprenticeship standards and requirements; and remain aligned with its academic strategy;
- 5.2 uses Academic Monitoring and Review to ensure that the aims, training requirements, design principles and learning outcomes of any course delivered, whether as a module and/or programme of study continue to be achieved;
- 5.3 ensures that students have a high-quality academic experience to enable them to succeed;
- 5.4 evaluates whether students are continuing to have a high quality academic experience, that they achieve the intended learning outcomes and succeed;
- 5.5 identifies possible enhancements to the learning or training experience of students and implements them expeditiously;
- 5.6 evaluates the impact of recommendations to improve student experience and outcomes, including its processes for monitoring and review and continually improves them;
- 5.7 takes account of external reference points, both academic and professional provision, and draws on external expertise in its processes for academic monitoring and review;
- 5.8 engages students in academic monitoring and review processes.
- 5.9 where appropriate, engages employers in academic monitoring and review processes

## **Procedural Approach**

6 The University ensures that effective processes and/or protocols are in place for annual and periodic monitoring and review of programmes.

7 The University defines roles and responsibilities for monitoring and review, ensuring that they are clearly understood by those involved and reflect external requirements.

8 The University ensures that appropriate information, including data as to student continuation, completion and progression, is available to inform monitoring and review processes.

9 The University involves external participants, staff, students and, where appropriate, employers in monitoring and review processes, ensuring that appropriate support and development is provided.

10 The University ensures that its cycle of periodic review is based on the basis of clear principles and is co-ordinated as necessary with the requirements of Professional, Statutory, Regulatory and other external bodies, where appropriate.

11 The University defines the circumstances in which substantial modifications are needed to a programme, which are subject to its policy for 'Programme Design and Approval'.

12 The University ensures that the outcomes of and actions resulting from academic monitoring and review, including enhancements of the learning or training experience, are reported as appropriate within the University, to external bodies, students, and where appropriate, employers.

13 When it decides to close a programme, the University ensures that the interests of affected students or employers are protected in line with the Student Protection Plan. The University monitors the quality of provision until closure of the programme to ensure this.

## **Responsibility for the provision**

14 Responsibility for the oversight of the effective implementation of the provision lies with the Academic Board.

## Monitoring and evaluation of the provision

15 Responsibility for reviewing and evaluating the effectiveness of academic monitoring lies initially with the Academic Quality and Standards Committee. Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

## Version history

Version	Amended by	Revision summary	Date
V1.0	Centre Director – Birmingham	Initial drafting group	05/07/13
V1.1	Learning Quality & Assessment Director	QA group	26/7/13
V1.2	External Consultant	Coherence activity amendments	19/09/13
V1.3	Academic Board	Approval	03/10/14
V1.4	Student Officer	Review	04/11/13
V1.5	Director of Programmes (Centres)	Amendments	02/04/14
V1.6	VP – AGQS	Sign-Off	06/04/14
V1.7	Deputy Academic Registrar	Updated to reflect apprenticeship provision	16/05/19
V1.8	Registry Officer	Change to coding conventions	13/03/20
V1.8	Registry Assistant	extension to term of approval of 2 years.	October 2021
V1.9	Deputy Vice Chancellor Academic	Review	October 2023
	Academic Board	Approval	October 2023