

Introduction

Navitas University Partnerships Europe (UPE) is committed to providing a high-quality service to its students and to regularly monitoring the effectiveness of its services. As a result, Navitas UPE Colleges* are required to undertake a yearly formal review.

To complete the yearly review, **one** Annual Monitoring Form should be completed by every College. This **one** document should provide an overview/review of **all** programmes and its associated modules the College delivers and, if applicable, mapped to the [Office for Students \(OfS\) B conditions](#).

The information required includes:

- Student Data and Outcomes
- Student Experience
- Learning, Teaching and Assessment
- SWOT Analysis

Unless the College has agreed through the AAC and JSPMB to adopt the Annual Monitoring procedure as outlined by the University Partner, the completion of this **one** form indicates that Annual Monitoring has been carried out. The completed form should be submitted to Navitas UPE Academic Registry by the **first Friday of January** each year for ratification and sign off by the Head of Academic Quality.

Once submitted, the Navitas UPE Academic Registry will complete a thorough analysis of the Annual Monitoring activity and provide findings and recommendations.

The Annual Monitoring activity should be completed by a nominee in each College who may designate individual tasks to the relevant team for feedback and completion.

**Please interpret 'College' as 'Campus' where applicable*

Annual Monitoring

College:	
Programmes Included:	
Document Owner:	
Date of Submission to Academic Registry:	

Review of Previous Year's Action Plan

Periodic Review/Institutional Review to be included (if applicable)

Action Plan for Previous Academic Year			
Action	Achieved (Y/N)	Responsible Person	Comments

Please outline where actions/targets have not been achieved and reasons why:

Please type here...

Student Data and Outcomes

Information to be used here may be generated using the [Academic Matrix \(Power BI\)](#).

If relevant to your College, please align all information provided to the [Office for Students \(OfS\) B conditions B3 Condition](#).

All individual programme and modules tables to be included below:

The information required includes (please see the academic matrix for descriptions):

- Targets
 - o XXX
- Enrolment (numbers and country of origin)
 - o XXX
- Pass Rates
 - o XXX
- Retention Rates
 - o XXX
- Completion/Withdrawal Rates
 - o XXX
- Progression Rates
 - o XXX
- Student Characteristics
 - o Split of gender, ethnicity and disability

Insert relevant tables into this area to demonstrate the above metrics

Outline how your results compare against College and sector benchmarks:

Please type here...

Outline reasons for non-completion/withdrawals:

Please type here...

Student Experience

If relevant to your College, please align all information provided to the [Office for Students \(OfS\)](#) [B conditions](#) **B1 and B2 Conditions**.

The information required includes:

- Student Satisfaction
- Student Engagement/Participation
- Extra-Curricular Activities
- Diversity, Equity and Inclusion
- Employability, Enterprise and Entrepreneurship

General comments:

Please type here...

Outline what issues have been raised from student feedback:

Please type here...

Outline what actions have been taken to address the feedback:

Please type here...

Learning, Teaching and Assessment

If relevant to your College, please align all information provided to the [Office for Students \(OfS\)](#) [B conditions](#) **B1, B2, B4, B5 Conditions**.

The information required includes:

- Appropriate Objectives for the Programme
- QAA alignment (where relevant)
- Teaching Methods
- Delivery Style
- Academic Peer Review
- Assessment Methods and Load
- Transferrable Skills
- Student Expectations
- Inclusivity
- Academic Student Support and Intervention
- Moderation and Examination

Please type here...

SWOT Analysis

The SWOT Analysis should be considered at the broader College level and may include details on:

- Enrolment and Orientation
- Retention, Pass Rate and Progression
- Developing and Improving Programmes
- Student Experience and Evaluation
- Concerns and Complaints
- Academic Ability and Misconduct
- Market Trends and Themes
- Innovation Activities
- Facilities
- Staffing

Strengths

Weaknesses

Opportunities	Threats

Action Plan 2023-2024

Considering the review above, provide a summary of the analysis to develop your College performance:

Action	Measurable	Responsible Person	Comments

College Director/Principal or Campus Director (delete as appropriate)	
Name	
Signature	
Date	

Navitas UPE Head of Academic Quality	
Name	Dr Mike McNeillis
Signature	
Date	