|  |  |  |
| --- | --- | --- |
| **AM1** | **Programme Plan**about performance in 2022-23 | L:\Directorate\Governors\Common\C6 - Corporate Docs\New logo UoB-2018-black.jpg |
| **Process:** | Annual Monitoring | **Date issued:** | October 2023 |
| **Owner:** | Standards and Enhancement Office | **Last updated:**  | October 2023 |
| **Sponsor:** | Acting Academic Registrar | **Version:** | ver 1.0 |
| 🛈 | Please **carefully read the following instructions** |
| This Programme Plan analyses the performance of a University of Bolton programme or programme cluster **during the academic year 2022-23**.Please ensure you carefully consider and complete all sections of this form. This form is designed to be completed electronically using Microsoft Word. Please do not attempt to complete it by hand as it must be submitted digitally.Please ensure you have the following materials readily available, which you will need to complete this form:1. Data for the programme(s) covered by this Programme Plan, downloaded from the Summary Table tab in [UNIPULSE](https://pbireports.bolton.ac.uk/pbireports/powerbi/Office%20For%20Students%20Development/PULSE/UNIPULSE). You will need to select the appropriate programme(s) in [UNIPULSE](https://pbireports.bolton.ac.uk/pbireports/powerbi/Office%20For%20Students%20Development/PULSE/UNIPULSE) to set up the Summary Table with the data you require. This data will be made available on Monday, 6th November, 2023 and must be downloaded by the author no later than Friday, 10th November, 2023; this window is known as the ‘census period’ and downloading the data during this window ensures consistency of the data snapshot across all Annual Monitoring activities across the whole institution.
2. The results and any available analysis of Module Evaluations, to inform **part 2b**. This data can be accessed via the following page: [MEQ Analysis – Power BI Report Server](https://pbireports.bolton.ac.uk/pbireports/powerbi/Office%20For%20Students%20Development/Student%20Surveys/MEQ/MEQ%20Analysis).
3. External Examiners’ reportsfor the programme(s), as well as the responses to the External Examiners’ reports, to inform **parts 2c** and **2d**.
4. Last year’s Programme Plan for the programme(s) you are reviewing, including the Action Plan to complete **parts 3a** and **3b**.
5. Student feedback from School Boards, SSLCs, and other relevant available sources, to help you analyse students’ experience and outcomes throughout this document, particularly in **part 2d**.

The above list is not however exhaustive. You are encouraged to use all relevant available sources of information to inform your analysis and evaluation throughout this document.Prior to submission of this Programme Plan, you must consult the following key stakeholders:* Students should be consulted on the updated Action Plan from last year, completed in **part 3a**, and the new Action Plan in **part 3b**, at the first Staff-Student Liaison Committee (SSLC) of the academic year. Details of when and how this took place should be provided in **part 4e**. Where this is not possible, alternative means should be agreed with the Acting Academic Registrar.
* The Head of School/Division should be consulted on this Programme Plan, in particular regarding any resource implications identified in **part 4b**. The Head of School/Division should respond to any identified resource implications in **part 4c** andshould provide a signature of support in **part 4d**.
* The Academic Coordinator (Standards, Enhancement and Learner Experience) (AC SELE) for the subject area should be consulted and should provide a signature of support in **part 4d**.
 |
| 🛈 | Please **note the following deadlines** |
| Download data from [UNIPULSE](https://pbireports.bolton.ac.uk/pbireports/powerbi/Office%20For%20Students%20Development/PULSE/UNIPULSE) from Monday, 6th November, 2023and no later than Friday, 10th November, 2023.Programme Plans must be submitted no later than Monday, 4th December, 2023, with no exceptions.Instructions for submission can be found at the end of this document. |
| **⇒** | Now **proceed to part 1** (overleaf)  |

|  |  |
| --- | --- |
| 1 | **Contextual information** |
| 🛈 | Please **carefully read the following instructions** |
| **Guidance for completing Section 1:**Complete the parts of the form below as appropriate to the programme(s) under review in this Programme Plan. |
| **1a** | Authorship |
| Insert the name(s) and post title/position of the author or authors of this Programme Plan below. |
| **Name of the author(s):** |  |
| **Post title/position of the author(s):** |  |
| **1b** | On-Campus programmes |
| Insert the programme code, qualification and title of the programme(s) addressed by this Programme Plan, and the name of any professional, statutory or regulatory bodies (PSRBs) which accredit the programme. Include the delivery location only if the programme is not delivered at the University of Bolton. |
| **Programme code***e.g. ‘CIE006-F-UOB-SX’* | **Qualification and programme title***e.g. ‘BEng (Hons) Civil Engineering’*  | **Delivery location***only if not delivered at Bolton* | **Name(s) of any PSRBs which accredit the programme***e.g. ‘Institution of Structural Engineers (IStructE)’* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Insert additional rows above as necessary.* |
| **1c**  | Off Campus programmes |
| Insert the programme code, qualification and title of the Off Campus programme(s) addressed by this Programme Plan, and the name of any professional, statutory or regulatory bodies (PSRBs) which accredit the programme. Include the delivery location for these Off Campus programme(s). |
| **Programme code***e.g. ‘CIE006-F-UOB-SX’* | **Qualification and programme title***e.g. ‘BEng (Hons) Civil Engineering’*  | **Delivery location** | **Name(s) of any PSRBs which accredit the programme***e.g. ‘Institution of Structural Engineers (IStructE)’* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Insert additional rows above as necessary.* |
| **⇒** | Now **proceed to** **part 2** (overleaf) |

|  |  |
| --- | --- |
| 2 | **Programme analysis** |
| 🛈 | Please **carefully read the following instructions** |
| **Guidance for completing Section 2:**1. Download the Course Summary Report from [UNIPULSE](https://pbireports.bolton.ac.uk/pbireports/powerbi/Office%20For%20Students%20Development/PULSE/UNIPULSE) during the census period of 6th – 10th November 2023;
2. Enter values from the Course Summary Report for the OfS Core Metrics and University KPIs into **part 2a**, below.
 |
| **2a**  | Review the Office for Students core metrics and University KPIs contained within the Course Summary Report available from [UNIPULSE](https://pbireports.bolton.ac.uk/pbireports/powerbi/Office%20For%20Students%20Development/PULSE/UNIPULSE) |
| Insert the programme(s) result for the OfS core metrics and University KPIs listed into the table below, including the result, the target benchmark, and whether the result met the benchmark.The targets for each programme vary by subject and can be found on the UNIPULSE home page, by first selecting the programme. Targets may be expressed either as a single goal, or alternatively as a range between the minimum acceptable level and the target benchmark. Be sure to enter the target benchmark below. The results can also be found on the UNIPULSE home page, or downloaded from the UNIPULSE Summary Table. Where a benchmark is not met,it should be identified as an Area for Improvement (AFI) in the Action Plan in **part 3b.** |
| **Core Metric or University KPI** | **Result (no./%)***Insert the data from UNIPULSE* | **Benchmark (no./%)***Insert the target benchmark* | **Did the result meet the benchmark?***Insert ‘Yes’ or ‘No’* |
| **Office for Students core metrics:** |
| **The teaching on my course** (NSS questions 1 – 4) |  |  |  |
| **Assessment and feedback** (NSS questions 10 – 14) |  |  |  |
| **Academic support**(NSS questions 15 – 16) |  |  |  |
| Course continuation (introduced 2022) |  |  |  |
| **Course completion** (introduced 2022) |  |  |  |
| **Progression** (to graduate level employment or further study, 15 months after completion of study) (introduced 2022) |  |  |  |
| **University KPIs:** |
| **Applications** (No.) |  | N/A | N/A |
| **Enrolments** (No.) |  | N/A | N/A |
| **Conversions** (% applications to enrolment) |  | 40% or greater |  |
| Attendance (%) (changed for 2023)[[1]](#footnote-1) |  | 80% or greater |  |
| **Average module mark** (%) |  | 56% or greater |  |
| **Modules passed first time** (%) |  | 86% or greater |  |
| **Achievement of ‘good honours’ degrees: UGT programmes** (%) |  | 65% or greater |  |
| **2b**  | Review the outcomes of Module Evaluation |
| Review the Module Evaluation data (accessible via [MEQ Analysis – Power BI Report Server](https://pbireports.bolton.ac.uk/pbireports/powerbi/Office%20For%20Students%20Development/Student%20Surveys/MEQ/MEQ%20Analysis)) and identify any areas where student feedback has consistently indicated student dissatisfaction in relation to the areas specified below. For each area of dissatisfaction, identify the module affected (by its code and title), and comment and analyse on the area of dissatisfaction identified, using any contextual information available to you to reflect upon the issue, any apparent causes, whether this is a regular/ongoing or new issue, and any other factors as may be appropriate. Areas of dissatisfaction you identify should inform related action points to be included in the Action Plan in **part 3b** as areas for improvement (AFI). |
| **Module Code** | **Module title** | **Comment and analyse on the area of dissatisfaction identified** |
| **Areas of dissatisfaction related to ‘teaching on my course’** |
|  |  |  |
|  |  |  |
|  |  |  |
| *Insert additional rows above as necessary.* |
| **Areas of dissatisfaction related to ‘assessment and feedback’** |
|  |  |  |
|  |  |  |
|  |  |  |
| *Insert additional rows above as necessary.* |
| **Areas of dissatisfaction related to ‘academic support’** |
|  |  |  |
|  |  |  |
|  |  |  |
| *Insert additional rows above as necessary.* |
| **Areas of dissatisfaction related to ‘overall satisfaction’** |
|  |  |  |
|  |  |  |
|  |  |  |
| *Insert additional rows above as necessary.* |
| **2c**  | Review External Examiners’ comments on academic standards |
| With reference to the comments of the External Examiner(s) and PSRBs, provide a short evaluative overview about the setting and maintaining of academic standards. If an External Examiner has answered ‘No’ to any of the three questions about standards in the report, please specify the remedial action that will be or is being taken.Thereafter, identify any significant areas for improvement (AFI) and features of good practice (FGP) worthy of dissemination to others: |
| **Write your narrative below:** |
|  |
| *The text box will expand to fit your response.* |
| **Identify any major cross-cutting themes in External Examiners’ comments across the programme(s)** |
| *
 |
| *Add more bullet points above as necessary.* |
| **Identify any areas for improvement (AFI):** |
| *
 |
| *Add more bullet points above as necessary.* |
| **Identify any features of good practice (FGP) worthy of dissemination to others:** |
|  |
| *Add more bullet points above as necessary.* |
| **2d** | Evaluate the quality of students’ educational experience |
| Provide a short evaluative overview about the quality of the students’ educational experience in response to the three themes and the prompts given below. Your commentary should include feedback from School Boards/SSLCs and other relevant sources.Thereafter, identify any broader areas for improvement (AFI) and features of good practice (FGP) arising from your evaluation. These should be included in the Action Plan in **part 3b**. |
| **Evaluate teaching quality on the programme, specifically addressing the following questions:*** Does the programme meet the expectations of External Examiners regarding teaching quality and students’ learning experience?
* Does the programme meet the requirement to be ‘Teaching Intensive, Research Informed’ (TIRI), incorporating research outputs from research activities which impact provision on the programme?
* Does the programme use student-centred pedagogy and diverse assessment methods?
* Does the programme demonstrate teaching excellence?
 |
|  |
| *The text box will expand to fit your response.* |
| **Evaluate student experience and support on the programme, specifically addressing the following questions:*** Does the programme meet the expectations of External Examiners regarding the wider student experience?
* Are there robust methods in place to monitor student attendance and performance and respond proactively?
* Can students readily access academic and pastoral support?
 |
|  |
| *The text box will expand to fit your response.* |
| **Evaluate student employability on the programme, specifically addressing the following questions:*** Does the programme use the Graduate Attribute Matrix for Employability (GAME/GAME+)?
* Does the programme provide work-based or work-related learning opportunities which enhance employability and enterprise?
* Does the programme engage with the Industry Advisory Board, employers, or the profession, particularly to ensure the views of employers/industry professionals inform the quality of the programme?
* Does the programme enable students to enhance their digital literacy?
 |
|  |
| *The text box will expand to fit your response.* |
| **Identify any areas for improvement (AFI):** |
| *
*
 |
| *Add more bullet points above as necessary.* |
| **Identify any features of good practice (FGP) worthy of dissemination to others:** |
| *
*
*
 |
| *Add more bullet points above as necessary.* |
| **⇒** | Now **proceed to** **part 3** (overleaf) |

|  |  |
| --- | --- |
| 3 | **Action Planning** |
| 🛈 | Please **carefully read the following instructions** |
| **Guidance for completing Section 3:**1. Locate, review and update the Action Plan from last year’s Programme Plan, according to the instructions in **part** **3a**, and include your updated version of last year’s Action Plan alongside this Programme Plan when you submit;
2. Complete the new Action Plan in **part 3b**, including any incomplete action points from last year’s Action Plan, identified in **part 3a**, as action points in the new Action Plan.
 |
| **3a** | Progress report on last year’s Action Plan |
| Alongside this Programme Plan, you must submit an updated version of the Action Plan written in last year’s Programme Plan, annotated with updates against each action point.Your updates against each action point should indicate the current status of the action (e.g. complete or incomplete, and whether actively in progress or stalled) and should include detail on the progress made to date and what impact the progress to date has made. Your annotations should also indicate any contextual information relevant to the status of the action point, such as factors which have prevented completion of the action point and how those factors will be addressed.Any action points from last year’s Action Plan which remain incomplete should be included as action points in the new Action Plan, in **part 3b** below. |
| **3b** | Action Plan for the programme(s) |
| Complete the Action Plan below for the programme(s) covered by this Programme Plan.Your Action Plan should include any incomplete action points from last year’s Action Plan, identified when completing **part 3a**.You should also outline any new action points for the programme regarding areas for improvement (AFI) or features of good practice (FGP), according to the instructions below:

|  |  |
| --- | --- |
| **Areas for improvement** (AFI) arising from:* + 1. Your analysis of OfS core metrics and University KPIs contained in the Annual Quality Monitoring data report for the Subject, which did not meet benchmark, identified in **part 2a**;
		2. Any consistent areas of dissatisfaction from the module evaluation data, identified in **part 2b**;
		3. Any negative comments from External Examiners’ regarding academic standards in the Subject, addressed in **part** **2c**;
		4. Your evaluation of the quality of students’ educational experience in **part 2d**;
		5. Action points/areas for improvement from last year’s Action Plan which were not completed, identified in **part 3a**.
 | **Features of good practice** (FGP) worthy of dissemination arising from:1. Your analysis of OfS core metrics and University KPIs contained in the Annual Quality Monitoring data report for the Subject, which met or exceeded benchmark, identified in **part 2a**;
2. Any consistent areas of satisfaction from the module evaluation data, identified in **part 2b**;
3. Any positive comments from External Examiners’ regarding academic standards in the Subject, identified in **part 2c**;
4. Your evaluation of the quality of students’ educational experience in **part 2d**;
5. Action points/areas for improvement from last year’s Action Plan which were completed particularly successfully, innovatively or have had a significant impact, identified in **part 3a**.
 |

In the third column, you should identify all the OfS B Conditions which are relevant to the action point in question. The OfS B Conditions are detailed in the information box immediately following the Action Plan template.In the final column, you should provide a RAGB (Red, Amber, Green, Blue) progress report, according to the following rubric: * Red: not going to achieve intended outcome within stated timeline;
* Amber: problems identified and additional action needed to bring back on track;
* Green: on track to achieve intended outcomes within planned timeframe;
* Blue: actions completed and intended outcomes achieved.
 |
| **⇒** | Continue with **part 3b** (Action Plan for the programme) overleaf |

|  |  |
| --- | --- |
| **3b** | Action Plan for the programme(s), **continued…** |
| **Action point**e.g.: ‘AFI: Foundation year retention and progression needs to be improved’, ‘FGP: implementation of Enhanced Personal Tutor role in partnership with…’ | **Evidence source and reason**e.g.: ‘KPIs for ‘attendance’ and ‘withdrawn in year’ did not meet the target benchmark’ | **OfS B Conditions relevant to action point**e.g.: ‘2a’ (see list below) | **Intended outcomes or ‘success indicators’**e.g.: ‘Improved attendance, retention and progression of foundation year students’ | **Action to be taken to achieve intended outcomes**e.g.: ‘strengthen personal tutor interventions’; ‘evaluate teaching, learning and assessment strategies and support via Foundation Programme Network’ | **Target date for completion of the action**e.g.: ‘January 2024’ | **Role title of the individual responsible for the action**e.g.: ‘Programme Leader’, ‘Enhanced Personal Tutor’ | **Committee/role holder the action has/will be reported to**e.g.: ‘School of Law SSLC on 15/03/2023’ | **RAGB progress report** e.g.: ‘Amber – Personal tutoring interventions applied (Nov 2023)’ |
| **Outstanding action points from last year’s Action Plan, reviewed and updated in part 3a above:** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *Insert additional rows above as necessary.* |
| **Areas for improvement (AFI):** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *Insert additional rows above as necessary.* |
| **Features of good practice (FGP):** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *Insert additional rows above as necessary.* |
| 🛈 | Office for Students’ B Conditions |
| The list below is an abridged version of the [Office for Students’ B conditions](https://www.officeforstudents.org.uk/advice-and-guidance/regulation/registration-with-the-ofs-a-guide/conditions-of-registration/), part of the ongoing Conditions of Registration to which all UK HE institutions are subject.This version has been adapted to support the alignment exercise which is part of the Action Plan exercise in **part 3b** above. Some specific parts of the B conditions have been removed as they are not relevant to this specific exercise, for instance because they address policy and regulation issues established at the institutional level, or because they address metrics used in assessing compliance with the regulatory framework which are not relevant to the Action Plan exercise above (as in condition B3).The version contained below is therefore a version of the B conditions which has been specifically adapted for the purposes of the University of Bolton’s Annual Monitoring process, and should not be considered the definitive version of the B Conditions. [For the definitive version, see the Office for Students’ website](https://www.officeforstudents.org.uk/advice-and-guidance/regulation/registration-with-the-ofs-a-guide/conditions-of-registration/).**Condition B1: The provider must ensure that the students registered on each higher education course receive a high quality academic experience.**1. The HE course is **up-to-date**;
2. The HE course provides **educational challenge**;
3. The HE course is **coherent**;
4. The HE course is **effectively delivered**;
5. The HE course is requires students to develop **relevant skills**, as appropriate to the subject matter of the course.

**Condition B2: The provider must take all reasonable steps to ensure students receive sufficient and effective resources, support and engagement**1. Each cohort of students receives **resources and support which are sufficient** to ensure a **high-quality academic experience** and that students **succeed in and beyond HE**;
2. Each cohort of students is **engaged effectively** to ensure a **high-quality academic experience** and that students **succeed in and beyond HE**.

**Condition B3: The provider must ensure that:**1. The course delivers positive outcomes for students on its HE courses.

**Condition B4: The provider must ensure that assessment and awards are effective, valid, reliable and credible.**1. Students are **assessed effectively**;
2. Each assessment is **valid and reliable**;

**Condition B5: The provider must ensure that:**1. Standards set appropriately reflect any applicable **sector-recognised standards**;

Source: Office for Students, at <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/registration-with-the-ofs-a-guide/conditions-of-registration/>  |
| **⇒** | Now **proceed to part 4** (overleaf) |

|  |  |
| --- | --- |
| 4 | **Future planning and sign-off** |
| 🛈 | Please **carefully read the following instructions** |
| **Guidance for completing Section 4:**1. Review all sections below and provide appropriate commentary and sign off as instructed;
2. Ensure the additional information required to be appended to this Programme Plan is included alongside this document when making the submission.
 |
| **4a**  | Overview of future plan for the programme(s) |
| Looking beyond the current academic session to the future, provide an overview of future opportunities that will help to determine the direction of the programme. What are the opportunities to be exploited, or the threats or risks that need to be mitigated, and how will the programme and its staff deal with these opportunities and threats?Remember to consider whether this programme is aiming to become a ‘platinum’ programme. |
| **Write your narrative below:** |
|  |
| *The text box above will expand to fit your response.* |
| **4b**  | Assessment of resource implications |
| Detail below any resource implications which arise from this Programme Plan, and in particular from the commentary you provided in **part 4a**, and any areas for improvement identified in the Action Plan in **part 3b**. Any resource implications you identify will need to be consulted about with the Head of School/Division, who will need to comment on the resource implications identified in **part 4c** below. |
| **Library/learning resources:** |
|  |
| *The text box above will expand to fit your response.* |
| **IT/digital resources:** |
|  |
| *The text box above will expand to fit your response.* |
| **Financial resource:** |
|  |
| *The text box above will expand to fit your response.* |
| **Staffing resource:** |
|  |
| *The text box above will expand to fit your response.* |
| **Any other resource:** |
|  |
| *The text box above will expand to fit your response.* |
| **4c** | Head of School/Division commentary on resource implications |
| The Head of School/Division should provide commentary below on any resource implications you have identified in **part 4b** above. |
| **Insert statement on resource impact from the Head of School/Division below:** |
|  |
| *The text box above will expand to fit your response.* |
| **4d** | Supporting signatories |
| Please ensure this programme plan is signed off below by the Head of School/Division and the relevant Academic Coordinator (Standards, Enhancement and Learner Experience) for your Subject area. |
| **Head of School/Division:** |
| Signature of support from Head of School/Division for this Programme Plan and any resource implications detailed above: |  |
| Name of signatory: |  |
| Role title of signatory: |  |
| Date signed: |  |
| **Academic Coordinator (SELE) for your Subject area:** |
| Signature of support from the Academic Coordinator (SELE) on receipt of this Plan before it is uploaded to the Quality Portal: |  |
| Name of signatory: |  |
| Role title of signatory: |  |
| Date signed: |  |
| **4e** | Student consultation at Staff-Student Liaison Committee(s) |
| Insert below the details of the SSLC(s) at which this Programme Plan was considered prior to submission. |
| **Insert title of SSLC**  | **Date of SSLC** |
|  |  |
|  |  |
|  |  |
|  |  |
| *Insert additional rows above as necessary.* |
| **4f** | Completion checklist |
| Before submitting your Programme Plan, please ensure the checklist below has been completed: |
| **To complete before submission** | **Complete?***Insert ‘Y’ if complete* |
| I have checked all fields in **part 1** have been fully and accurately completed |  |
| I have checked all fields in **part 2** have been fully and accurately completed |  |
| I have appended the UNIPULSE Course Summaryused for the data analysisin **part 2a** |  |
| I have appended the External Examiners’ report(s) used to complete **part 2c** |  |
| I have appended the formal written responses to the External Examiners’ reportsused to complete **part 2c** |  |
| I have checked all fields in **part 3** have been fully and accurately completed |  |
| I have appended the updated version of last year’s Action Plan completed in response to **part 3a** |  |
| The updated Action Plan from last year in **part 3a** has been considered by staff and students at the first SSLC |  |
| The new Action Plan in **part 3b** has been considered by staff and students at the first SSLC |  |
| I have checked all fields in **part 4** have been fully and accurately completed |  |
| The Head of School/Division has commented on any resource implications in **part 4c**  |  |
| The Head of School/Division has provided a supporting signature in **part 4d** |  |
| The relevant AC SELE has provided a supporting signature in **part 4d** |  |
| 🛈 | Please **read the instructions for submission** below |
| Please ensure all fields in this form have been fully completed, and that you have completed all items in the pre-submission checklist in **part 4f**.When you submit your Programme Plan, you should append the following supporting documentation:* The UNIPULSE Course Summary used for the data analysis in **part 2a;**
* The External Examiners’ reports used to complete **part 2c**;
* The formal written responses to the External Examiners’ reports used to complete **part 2c**;
* The updated version of last year’s Action Plan, completed in response to **part 3a.**

Your completed Programme Plan and supporting documentation should then be submitted via the following channels:1. to be sent to the **Academic Coordinator (SELE)** for your Subject area;
2. to be sent to the **Head of School** (or Operational Lead, as appropriate);
3. to be uploaded to the **Quality Portal**.

The deadline for submission of your completed Programme Plan is **Monday, 4th December, 2023** with no exceptions. Thank you for your continued support for this important quality process. |
| **⇒** | **Now submit your completed Programme Plan**Programme Plan deadline: **Monday, 4th December, 2023** |

1. In previous years the methodology for Attendance (%) disregarded missing register marks when calculating overall attendance. From this year, Attendance (%) regards missing marks as equivalent to an absent mark. The move will significantly improve the accuracy of reporting. The old metric ignoring missing marks remains available in UNIPULSE for contextual use, but no longer contributes to Annual Monitoring. [↑](#footnote-ref-1)