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.
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)

<table>
<thead>
<tr>
<th>Action</th>
<th>Achieved (Y/N)</th>
<th>Responsible Person</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- Student Characteristics
  - 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:
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:
Outline what issues have been raised from student feedback:

Please type here...

Outline what actions have been taken to address the feedback:
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
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
### Action Plan 2023-2024

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Measurable</th>
<th>Responsible Person</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**College Director/Principal or Campus Director (delete as appropriate)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Navitas UPE Head of Academic Quality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Dr Mike McNeillis</td>
<td></td>
</tr>
<tr>
<td><strong>Signature</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>