



# Institutional and Programme Monitoring

## Frequently Asked Questions (FAQs)

### General

**1. Why is Institutional and Programme Monitoring required?**

Institutional and Programme monitoring is required as part of your validation agreement. It is one of the Open University's quality assurance mechanisms that all partners must adhere to. It provides the University with assurance that academic quality and standards are being met at institutional and programme level. It is an annual requirement for each validated programme that you offer.

**2. Who should complete the Programme submission?**

You should ensure Programme teams are given guidance on what is required and the associated deadlines. All teams should have access to and be familiar with the submission template and the Guidance notes.

**3. How should we manage version control?**

Please only use the latest version that is returned to you by OUVV. This version will include feedback from your SQPM.

**4. Your programme is due to be revalidated next year, do you still have to submit?**

Yes, you should still submit programme monitoring even if the programme is going through a revalidation.

**5. Our partnership is due to go through IR next year, do we still need to submit the institutional overview?**

Yes, an Institutional Overview submission will be required. However, a shorter submission may be permitted. Please liaise directly with your SQPM.

**6. Where do I return the submission to?**

Please use this email for all correspondence [Ouvp-monitoring@open.ac.uk](mailto:Ouvp-monitoring@open.ac.uk)

**7. What are the submission deadlines?**

Submission dates are published each year. Please refer to the current year's guidance notes which were sent from the OUVV-monitoring mailbox. Guidance notes can also be found on the OUVV website.

**8. Do I need to submit a submission per programme or per cohort?**

The submission is per programme; however, it would be advisable to indicate when referring to a specific cohort of students e.g. 1<sup>st</sup> year (level 4) or part time/full time modes of attendance.

**9. Do I need to submit Submission B after each Exam Board?**

Yes, after each Exam Board you are required to complete and re-submit Submission B. We would expect a submission following ANY board where award/progression decisions are made. This may mean you provide 3 submission B's following semester 1, semester 2 and resit boards if you have boards after each semester. Please make this clear in your submission to OUVV-monitoring, highlighting the updated data in an alternative colour.

**10. How much detail is required in the narrative section of each submission?**

Please refer to the programme guidance for details on the level of information required. Please ensure narrative is contextualised. We expect the narrative will be critical, reflective and evaluative. We want to see how programme teams have used staff, employer or student feedback to enhance the programme. Any identified actions you have taken or plan to implement should be added to your action tracker.

As an example, stating 'students are happy with the course' would not provide the level of detail we require. We would expect you to include why they are happy and how this high level of satisfaction can be enhanced and maintained.

**11. We offer an FD with a Top-up – do I need to report on these as two separate programmes**

No, please report on as one programme.

**12. I have two students who have withdrawn, how do I report on this?**

You must report this in Submission B. Please include an explanation on why they have withdrawn in the narrative box. The students must still be presented at the appropriate Exam Board as withdrawals.

**13. Do I need to sign the Statement of Compliance with each submission or just when Submission C is submitted?**

You only need to sign and date the Statement of Compliance when submitting Submission C for the Programme submission. The Institutional Overview should also be signed and dated when submitted.

**14. Why are some of the cells password protected?**

All parts of the documents for partners to edit are unlocked. Other areas containing formulae remain locked and password protected.

**15. How do I expand the text box?**

This can be achieved by right clicking when your cursor is hovering in the text box, then by selecting 'Document Object' drop down and clicking on 'Open'. By doing this it automatically opens the document in Word and all Word functionality applies. When all text is added, click on Close in the Word file and the changes will appear in the Spreadsheet.

**Please let your SQPM know if you have any further questions you would like added to the FAQ**