**Annual Monitoring, Review and Enhancement of Programmes (AMREP)**

**Institutional Review and Enhancement Report (IREP) COLLABORATIVE PROVISION**

Partner institutions are required to complete this annual Institution Review and Enhancement Report, which collates findings from the module and programme reports and uses wider institutional data to evaluate the reporting year. You should use relevant data to inform this report – where possible please provide only data relevant to University of Hull provision. Please consider each of the areas listed below and provide a summary of your analysis. Where any action has been identified, please ensure this is also copied in the corresponding action plan.

Analysis of the report will be completed by a panel consisting of University staff and, staff members from the University’s Partner Institution network. It is the Panel’s role to identify areas for improvement and enhancement and highlight areas of good practice worthy of wider dissemination. **This report is your opportunity to shout about the good things you are doing! In doing so, the University can also shout about them too, so please, share them with us!**

**To be submitted by 01 February to** [**QSS-Partnerships@hull.ac.uk**](mailto:QSS-Partnerships@hull.ac.uk)

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| **Institution**  **(including sites of delivery)** |  |
| **Academic Year reporting on** | **2023/24** |
| **List of programmes, grouped by University of Hull faculty (FACE, FBLP, FHS and FSE)**  **(and location)** |  |

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| 1. **Introduction – updates from the previous report (2022/23)**   *Please provide a summary of how the institution has addressed the self-identified actions, areas for development or effective practice from the previous year’s report*  *and,*  *say how you have responded to any actions, areas for development or effective practice identified by the IREP panel. This may include where the panel asked for additional information in this year’s report* | | |
| Section | Self-identified actions (from the action plan) | Update |
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| Section | Issue noted by **last year’s panel** (where an update was requested in this year’s report) | Update |
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| 1. **Key activity during the reporting year** | | |
| 1. Discuss the Institutions approach to the University’s **Transforming Programmes** project – how is oversight of the project **maintained centrally** within the Institution to assure adherence to the training materials provided and the Institutional sign off of applications | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Discuss any recent **additional scrutiny of provision** in the reporting year e.g., revalidation events, external accreditation visits or stakeholder forums. How were these enacted and what has been the outcome? | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. If the Institution has been part of a **merger** within recent years, please discuss how plans are going to align provision, systems, processes and reporting mechanisms? Discuss how students have been involved in this process | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Discuss the implementation of **new/amended University Codes of Practice** during the reporting year (Quality and Standard Updates provided to Institution) | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Has the institution applied for any **exemptions from the University’s Academic framework** within the last two academic years? If so, please: 2. Note the **exemption/s applied for**, and the **rationale** for the exemption/s 3. Comment on the **impact** of the exemption | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. **Student voice and feedback** | | |
| 1. Policy/procedures for **obtaining student feedback** submitted (note any changes made to the policy within the reporting year) | *YES/NO/NA* |  |
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| 1. Discuss the Institutions **approach to the rollout of the NSS**, including the feedback loop to the wider student population | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Discuss the wider **NSS** **results** for the reporting year - describe areas of **good practice** and any **areas of concern**. How do these results **compare to previous year’s data**? | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Provide an overview of any **internal Institutional surveys** **processes** AND, **results** for the reporting year - describe areas of **good practice** and any **areas of concern**. How do these results **compare to previous year’s data**? | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Provide an overview of **Module Evaluation Questionnaire** **process** *(electronic/hard copy, when are they conducted etc)* AND, **results** for the reporting year - describe areas of **good practice** and any **areas of concern** by the results. How do these results **compare to previous year’s data**? | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Provide an overview of significant matters (**good practice** and any **areas of concern**) arising from **Student Staff Forums and Committees**, and how you are **responding to these** | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. How does the **student representation** system work within the Institution? How was **engagement** with the system during the reporting year? | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Provide an overview of significant matters feedback by **student representatives** via **informal** reporting mechanisms (i.e., not via Forum or Committee route), and how you are **responding to these** | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Provide any data relating to **student complaints and appeals** (for UoH validated provision) | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Formal Complaints** | | | | | Programme/s | Number of complaints | Number upheld | Number dismissed | |  |  |  |  | |  |  |  |  | | **Total** |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | **Informal Complaints** | | | | | Programme/s | Number of complaints | Number upheld | Number dismissed | |  |  |  |  | |  |  |  |  | | **Total** |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | **Academic Appeals** | | | | | Programme/s | Number of appeals | Number upheld | Number dismissed | |  |  |  |  | |  |  |  |  | | **Total** |  |  |  | | | |
| 1. Provide an overview of any significant matters arising through **formal/informal complaints**, what are these mechanisms and how you are **responding to the issues raised.** What were these actions? | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Copy of the **Institution’s complaints** process submitted (note any changes made to the policy within the reporting year) | *YES/NO* |  |
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| 1. Provide an overview of the **nature of the appeals** noted above. Where there any significant matters arising through handling the complaints with **actions required by the Institution**? What were these actions? | *Evidence provided to UoH* | *Action / Good Practice* |
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| Copy of the Institutions **Appeals process** submitted (note any changes made to the policy within the reporting year) | *YES/NO* |  |
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| 1. **Overview of Student Feedback** – describe the Institution’s approach (and any examples) to **closing the feedback loop**, for example ‘You Said We Did’ campaign | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. **Student employability** | | |
| 1. Discuss the Institutions performance regarding the **Graduate Outcomes Survey**, including graduate job quality index (JQI) and employability performance indicator (EPI). **Include data trends for the past three year’s** | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Discuss any significant matters raised during the reporting year in relation to **PSRB/accrediting bodies** *(where applicable)* and how these have **impacted upon the curriculum** | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Discuss how **employability is embedded** as an Institutional approach across the curriculum i.e., employer forums, guest speakers, authentic assessment. You may wish to discuss any programme-specific initiatives to draw out any areas of **good practice** | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Discuss how **placements are embedded** within the programmes (where applicable) and any areas of **good practice** relating to these | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Discuss how any **volunteering activity is embedded** within the programmes (where applicable) and any areas of **good practice** relating to these | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Discuss any significant matters raised feedback **from employers or students** regarding placement or volunteering activities – how did/does the Institution plan to **address these and mitigate against** any future issues? | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Discuss any significant issues raised regarding **employability** during the reporting year and how the Institution has identified these and, **planned any relevant actions**. This may include issues raised from Programme Review and Enhancement Reports, Student Staff Forums, placement provider meetings etc | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. **Student enrolments, population and completion** | | |
| Please complete the following data tables.  **Table A:**  List **enrolment data** for the relevant programme/s:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Programme title** | **FT/PT** | **2021-22** | **2022-23** | **2023-24** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | Total |  |  |  |  |   **Table B:**  List **student FTE data** for the relevant programme/s:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Programme title** | **FT/PT** | **Level 4** | **Level 5** | **Level 6** | **Level 7** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | Total |  |  |  |  |  |   **TABLE C:**  List **completion data** for the relevant programme/s:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Programme title** | **FT/PT** | **2021-22** | **2022-23** | **2023-24** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | Total |  |  |  |  | | | |
| 1. Describe any trends and anomalies / matter of concerns regarding **enrolment** data (table A), including:  * *where programmes run at different campuses, please include reference to the different cohorts* * *any relevant EDI data trends/anomalies* * *reference to any relevant benchmarks/targets* * *any impact on managing student experience as a result of unusually low/high numbers?* | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Describe any trends and anomalies / matter of concerns regarding **student FTE (population)** data (table B), including:  * *where programmes run at different campuses, please include reference to the different cohorts* * *any relevant EDI data trends/anomalies* * *reference to any relevant benchmarks/targets* | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Describe any trends and anomalies / matter of concerns regarding **completion** data (table C), including:  * *where programmes run at different campuses, please include reference to the different cohorts* * *reference to any relevant benchmarks/targets* * *any actions relevant to increasing rates for future cohorts* | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Describe the Institutions approach to **attendance monitoring** | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Copy of the Institutions **Attendance policy** submitted (note any changes made to the policy within the reporting year) | *YES/NO/NA* |  |
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| 1. **Marks, results and student outcomes** | | |
| 1. Where relevant, discuss any relevant **anomalies / matters of concern regarding module data as identified from the scrutiny of the Programme Review and Enhancement Report.** Include any module/s that are significantly above or below expectation and any action resulting from the issues raised by the data. You should include a three-year trend of the relevant data to aid the narrative | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. **Programme Results** (all programmes to be listed) | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Honours programmes** | **Programme title** | **FT/PT** | **Student FTE** | **FAIL** | **3** | **2.2** | **2.1** | **1** | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | **TOTAL** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Foundation / Masters programmes** | **Programme title** | **FT/PT** | **Student FTE** | **FAIL** | **PASS** | **MERIT** | **DISTINCTION** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **TOTAL** | |  |  |  |  |  |  | | | |
| 1. Describe any trends and anomalies / matters of concern regarding **programme data (section b)**, including any module/s that are significantly above or below internal benchmarks of the Institution. Discuss the relevant actions raised by the scrutiny of this data. You should include a three-year trend of the relevant data to aid the narrative | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Describe any relevant issues or areas of reflection arising from **Programme Board of Examiner** minutes (e.g. rescaling) | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. **Admissions** | | |
| 1. Does the Partner Institution have **Devolved Admissions** powers granted from the University? | *YES/NO* |  |
| 1. Provide a **summary of the effectiveness** of the Devolved Powers procedures to University of Hull validated provision. This may include:  any areas for developmentthe effectiveness of procedures to deal with applicants with criminal convictionsthe effectiveness of procedures for identifying special casesdetails and copies of any relevant updated policies and proceduresdetails of any significant changes in roles and responsibilitiesthe impact of any changes in relevant legislation. | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Does the Partner Institution plan to make **any amendments to the admissions** of University of Hull validated programmes (as granted under the Devolved Admissions policy)? If so, please discuss. | *YES/NO/N/A* |  |
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| 1. Copy of the Institutions **Admissions Policy** submitted (note any changes made to the policy within the reporting year) | *YES/NO/NA* |  |
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| 1. Copy of the Institutions **Contextualised Offers** policy submitted (note any changes made to the policy within the reporting year) | *YES/NO/NA* |  |
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| 1. **External Examiner Report and Response Form** | | |
| 1. Discuss any examples of **good practice** identified by the External Examiner/s and how you **plan to develop these** further or **disseminate practice** within the Institution | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. Discuss any **areas for development** identified by the External Examiner/s and **how you have responded** to these (i.e., what actions have you taken?) | *Evidence provided to UoH* | *Action / Good Practice* |
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| 1. **Staff Development** | | |
| 1. Describe the **Institutions approach to staff development** regarding specific HE provision activity e. g. CPD, conferences, study days, research days etc | *Evidence provided to UoH* | *Action / Good Practice* |
|  |  |  |
| 1. Copy of the **Staff Development strategy** submitted (note any changes made to the policy within the reporting year) | *YES/NO/NA* |  |
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| 1. As part of the University’s Partnership with the Institution, colleagues with Recognised Teacher Status are entitled to attend **UoH staff development events** – how are these disseminated amongst staff? |  |  |
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| 1. Do you have any examples of staff engagement with University events during in the reporting year? |  |  |
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| 1. Are there any specific requests for staff development (by the University) at either a programme level, or institutional? |  |  |
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**AMREP Institutional Action Plan for Enhancement**

RAG definitions:

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Complete |  | Underway & on track |  | Some delays or problems |  | Major delay or problems |

Where the need for action has been identified in the commentary, please include the details here

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| **Action/**  **Good practice**  **(A/GP)** | **No.** | **Source/date/issue or area of good practice *Appraisal section to be addressed*** | **Action** | **By whom** | **Deadline** | **Progress**  ***Please include date*** | **Update Status**  **RAG** |
| EXAMPLE  A | 1 | *Student feedback – NSS 2023*  *45% of students satisfied with prompt feedback* | *Publish assessment return dates for all coursework* | *Module*  *leaders* | *Start of 2022/23* | 21 Oct 2023– Return dates for all assessment components included in the module handbooks and being loaded onto the Blackboard module shells | GREEN |
|  | 1. |  |  |  |  |  |  |
|  | 2. |  |  |  |  |  |  |
|  | 3. |  |  |  |  |  |  |

Please comment on the following additional actions to:

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| --- | --- |
| **Name:** |  |
| **Signed:** |  |
| **Date:** |  |

**IREP Panel Response**

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| **Panel Membership** |  |
| **Date of Panel meeting** |  |
| **Have outstanding actions/comments from the 22/23 AMREP been closed?** |  |
| **Identification of effective practice** |  |
| **Areas for development which may need further exploration** |  |
| **Areas of concern which may need further exploration** |  |
| **Assurance and confidence of Quality and Standards** |  |

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| **Required actions (for Partner Institution and/or faculty and/or University)** |  |
| **Additional comments** |  |