Collaborative Provision Annual Programme Review Process

The Collaborative Provision Annual Programme Review Process applies to validated programmes, new UoB collaborative programmes (in their first and possibly second year), and UoB programmes involving a significant proportion of delivery by the collaborative organisation

Annual Programme Review

July/August every year, the annual programme review process is launched. The College Academic Policy Partners (CAPPs) create a Teams folder for each School to upload their completed annual review forms. Collaborative Provision create a folder within the relevant School for the programmes requiring Collaborative Provision Annual Programme Review form completion.

Collaborative Provision emails the Collaborative Organisation and Collaborative Programmes Officer (CPO)/Programme Lead with the form and guidance, including timelines (these differ for Undergraduate and Postgraduate)

During August/September, Collaborative Provision check the website of the Collaborative Organisation to ensure information on UoB is correct. Collaborative Provision check the Collaborative Organisation's student handbook to ensure information is accurate and in line with CMA guidance. The CPO/Programme Lead ensure that the academic content is accurate.

Collaborative Organisation and CPO/Programme Lead to work together to complete the form and ensure it follows the approval process in a timely manner. The form should be signed off by both parties and the School Head of Quality Assurance before sending it to Collaborative Provision.

Collaborative Provision to review the completed form and send to the relevant CAPP for discussion at CQAAC. Once CQAAC approval has been sought, the CAPP to send the final version back to Collaborative Provision

Collaborative Provision to include the Annual Programme Review form in the agenda of the next Collaborative Provision Committee (CPC) meeting.

Following discussion at CPC, Collaborative Provision feed back to the Collaborative Organisation and CPO/Programme Lead on the arrangement and action plan. Where appropriate, further additions to the action plan are to be added by the the Collaborative Organisation and CPO/Programme Lead

Collaborative Provision add these actions to the next year's Annual Programme Review Form to ensure that progress against these actions is monitored

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