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**Institutional and Programme Monitoring**

**Frequently Asked Questions (FAQs)**

For detailed instructions on completing the Programme Monitoring and Institutional Overview, please refer to the relevant Guidance Notes available on your OU Teams site or by contacting [OUVP-Monitoring@open.ac.uk](mailto:OUVP-Monitoring@open.ac.uk).

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 and is an annual requirement for each validated programme that you offer.

1. **Who should complete Programme Monitoring?**Each programme submission should be completed by the relevant programme team, due to their in-depth knowledge and familiarity with the programme. It is essential that guidance notes and submission deadlines are shared with programme staff promptly. All teams should have access to and be familiar with the submission template and guidance notes.
2. **How should we submit the Institutional Overview and Programme Submissions?**

Please use the dedicated Microsoft Teams site provided by OUVP for your institution. This site serves as a central, collaborative space for editing and saving the Institutional Overview and Programme Submissions. Each Institution will appoint someone internally to be IPM Coordinator and they will be responsible for uploading the IPM submissions. At each submission point, please ensure that the relevant section(s) are fully and accurately completed, and that the documentation is saved in the appropriate folder within the ‘Institutional and Programme Monitoring’ channel on your Teams site.

Once the reports are saved, it is important that the IPM Coordinator emails [OUVP-monitoring@open.ac.uk](mailto:OUVP-monitoring@open.ac.uk) and your (Senior) Quality & Partnerships Manager ((S)QPM) to confirm that your submission is ready for review.

1. **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 due to undergo a revalidation.

1. **Our partnership is due to go through Institutional Reapproval 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 (S)QPM.

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

Submission dates and deadlines for each section of Institutional and Programme Monitoring should be discussed and agreed between yourselves and your (S)QPM ahead of the academic year/cycle. Typical timeframes can be found within the Guidance Notes on the OUVP website.

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

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

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

Please refer to the comprehensive Guidance Notes for further detail on the level of information required. Please ensure that narrative is properly contextualised, critical, reflective, and evaluative, demonstrating how programme teams have used feedback from staff, employers and students to enhance the programme. For example, simply stating ‘students are happy with the course’ would not provide the level of detail we require. We would expect you to include *why* students are happy and outline *how* this high level of satisfaction will be maintained and further enhanced.

Progress made with any previously identified actions, or actions you plan to implement, should be included in the Current or Forward-Looking Plan of your respective report, as applicable.

The Programme Monitoring report is a cumulative document, designed to be continuously updated throughout the academic year/cycle.

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

No, you would report on these as one programme. However, please indicate when referring to a specific cohort of students e.g. 1st year (level 4), 2nd year (level 5) or Top-up (level 6).

1. **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.

1. **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 must also be signed and dated when submitted.

**Please let your (S)QPM know if you have any further questions you would like added to the FAQ.**