# Template B8

# Annual Institutional Monitoring Report for Academic Year xxxx/xx

Partner Risk Scores are given on the following basis:

|  |  |
| --- | --- |
| 0-2 Low risk | GREEN |
| 3-6 Moderate risk | AMBER |
| 7+ High risk | RED |

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner** | **Courses included** | **Contract renewal date** | **Parent Faculty** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Type of provider** | HEI/FEC/SCITT/Alternative provider/Overseas private/Overseas public (delete as appropriate) |

|  |  |  |
| --- | --- | --- |
| **Overall summary / analysis of qualitative information on this partner:** | **Overall Partner Risk Rating**  **(xxxx/xx)** | **Previous year Risk Rating**  **(xxxx/xx)** |
|  | GREEN /  AMBER /  RED\*  \* delete as appropriate | GREEN /  AMBER /  RED\*  \* delete as appropriate |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of Evidence** | **Questions** | **Details** | **Issues** | **Risk**  **score** | **Partner Risk score** |
| **External Quality Assurance** | Does the partner have a TEF outcome? | If yes, state the outcome and date: | N/A | N/A | N/A |
|  | Has this partner been subject to any Professional or Statutory Body inspections, including OfS, OfSted etc., during the last academic year and if so what was the outcome? | Provide detail: | No external inspection / reviews in the last academic year / final outcome pending  (Re)-Accreditation granted / no concerns identified  (Re)-Accreditation granted / minor concerns identified  (Re)-Accreditation not granted / major concerns identified | 0      0    1    7 |  |
|  | Where relevant, has the partner retained specific course designation status? | If no, provide detail: | N/A  Yes  No | 0  0  7 |  |
|  | Is the partner registered with the OfS? | If declined, provide detail: | N/A  Yes  Registration declined | 0  0  7 |  |
|  | Where relevant, has the partner retained Compliance status on UKVI Student Visa Register of Sponsors Licensed under the Student route points -based system? | If no, provide detail: | N/A  Yes  No | 0  0  7 |  |
| **Student Voice Committees** | Have SVCs been held for this partnership? |  | Yes, all required SVCs have been held (i.e. 1 per Teaching Block):  If only one SVC has been held:  If no required SVCs have been held: | 0  1  2 |  |
| **Joint Executive Committee meetings** | Has the Joint Executive Committee been held during the last academic year and minutes submitted? | If no, provide detail: | Yes / N/A  No | 0  2 |  |
| **Joint Executive Committee minutes** | Have the Joint Executive Committee minutes identified any issues in relation to the partnership and actions to rectify them? | If yes, provide detail: | No issues identified  Minor problems identified but action plan to rectify  No minutes; major problems identified but no action plan to rectify | 0  2  7 |  |
| **Annual Monitoring and Enhancement** | Have all expected MEPs been submitted for this partnership? |  | Yes, all expected MEPs submitted  No, not all expected MEPs submitted | 0  2 |  |
| **KCEP metrics meeting** | Are there any issues identified with this partnership in the KCEP metrics meeting? | If yes, provide detail: | No issues identified  Yes, minor issues identified (KCEP Level 1)  Yes, major issues identified (KCEP Level 2) | 0  2  7 |  |
| **Student Complaints** | Number of Formal Complaints (Stage 2) and Reviews (Stage 3) received from KU students at this partner: | Provide detail: | 0-2 complaints or reviews received  3-4 complaints or reviews received  5+ complaints or reviews received | 0  2  7 |  |
| **Student Appeals** | Number of Reviews (Stage 2) received from KU students at this partner: | Provide detail: | 0-2 reviews received  3-4 reviews received  5+ reviews received | 0  2  7 |  |
| **Substantive Periodic**  **Review** | Has the partner participated in a Substantive Periodic Review in the last academic year? |  | N/A  No issues raised (recommendations only)  Report includes issues for immediate action – but clear evidence of action plan to rectify  Report includes issues for immediate action in relation to the partner – action plan in place but not being implemented / monitored | 0  0  1  7 |  |
| **External Examiner reports** | Are there any instances of external examiners answering “no” in relation to academic standards and procedures? | If yes, provide detail: | No, no issues  Yes, minor issues  Yes, major issues | 0  2  7 |  |
| **Accuracy of collaborative partner marketing information** | Is the information provided on the partner’s website in relation to the course(s) accurate and in line with CMA requirements? (this includes course fees, options, staff teaching (general level of experience or status of the staff), the relationship with KU and details of the individual awards) | If no, provide detail: | Yes  No, minor issues identified requiring Faculty-level resolution.  No, major issues identified requiring immediate and / or University attention | 0  2  7 |  |
| **Previous year’s IM report** | Are there any unresolved issues from last year? | If yes, provide detail: | N/A  No  Yes, minor unresolved issues  Yes, major unresolved issues | 0  0  2  7 |  |
| **Financial health** | Are there any issues identified from the Audited accounts or equivalent records of the institution? | If yes, provide detail: | N/A  No  Yes, minor issues identified  Yes, major issues identified | 0  0  2  7 |  |
| **Any issues in the current academic year** | Are there any issues that have been reported to QAE with regards this partnership in this current academic year? | e.g. attendance If yes, provide detail: | N/A  No  Yes, minor issues  Yes, major issues | 0  0  2  7 |  |

|  |  |
| --- | --- |
| **Total Score** |  |