

**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.

1. **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.
2. **How should we submit the Institutional Overview and Programme Submissions?**

We have introduced a SharePoint Site which acts as a document sharing facility which means that you can share and update the submissions. Each Institution will appoint someone internally to be IPM Coordinator and they will be responsible for uploading the IPM submissions. Once the IPM Coordinator has uploaded all of the submissions onto the SharePoint Site they will email [ouvp-monitoring@open.ac.uk](mailto:ouvp-monitoring@open.ac.uk) to inform us that all of the submissions are ready to be reviewed.

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 going through a revalidation.

1. **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.

1. **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 OUVP-monitoring mailbox. Guidance notes can also be found on the OUVP website.

1. **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. 1st year (level 4) or part time/full time modes of attendance.

1. **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 OUVP-monitoring, highlighting the updated data in an alternative colour.
2. **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.

1. **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.

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 should also be signed and dated when submitted.

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