Programme Appraisal & Enhancement (PAE) for Collaborative Provision (CP)

Please refer to the CP PAE guidance notes and exemplar PAE on the Academic Quality Services website when completing and updating this document: Collaborative Provision: Academic Partnerships

Collaborative partner:		
Programme title(s)		
Cohorts/ academic session (e.g. Sep, March, June):		
Location(s) of Delivery (if more than one campus):		
Award(s):		
DMU Faculty:		
Programme Management Board (PMB) or equivalent at partner institution:		
Corresponding PMB at DMU – for faculty-owned programmes only:		
Appraisal of:	2024/25	
Enhancement for:	2025/26	
Professional, Statutory and Regulatory Bodies (PSRBs): *Please note any PSRB accreditation of the programme(s) and/or any consideration by local regulatory bodies (overseas partnerships)*		
Date of Endorsement at each PMB: *Please add the dates of PMB meetings where the PAE has been considered.*	Meeting 1	
	Meeting 2	
	Meeting 3	
	Meeting 4	
Endorsement by Faculty:	Start of Year	
	End of Year	

Please review the programmes and consider each of the sections listed in this form, providing a summary of your analysis. Be concise in your commentary; bullet points are acceptable. Prompts are provided in each section but please note that some may not be relevant to your programme(s). Equally, don't restrict your appraisal to these prompts – please reflect on any other relevant information.

The PAE is a "live" document so you should update your PAE once new information becomes available. **Do remember that data/evidence becomes available at different times of year so you may not be able to complete every section when you create your PAE.**

The first iteration of the PAE for **ALL** programmes should be completed in consultation with the Link Tutor and approved by the relevant PMB or equivalent by **17ᵗʰ October 2025.** The Link Tutor at DMU should store a copy on the DMU AER SharePoint site. Thereafter, the updated PAE document should be presented to each meeting of the PMB or equivalent at the partner institution, for consideration and endorsement with revisions being made whenever necessary.

Where actions have been identified in each section, please ensure that a reference number is allocated and they are entered into the Action Plan located at the end of the document. Actions should be included for areas of enhancement and for the embedding and dissemination of good practice within the subject area, faculty and beyond.

Please start a new PAE for each academic session. Any outstanding actions at the end of the academic year should be rolled over to the new PAE.

1. Recruitment

Prompts	Data/ Evidence	Reference
Please provide a brief overview of any recent/likely future changes to the market within which the programme operates, referring, for example, to the areas listed below: • Target numbers and recruitment (per programme and per location, where applicable) • Entry profile – UK, EU, international, part time, full time • Entry qualifications • Applications per place	*Data availability* Collaborative partners should report from their own sources and liaise with the DMU faculty or UKVS for Validation Service provision	*Action/ Good Practice reference*
Summary of analysis *(any actions should be given a reference number and go in the action plan)*		**Reference**

2. Student feedback

Prompts	Data/ Evidence	Reference
In considering student feedback, please take account of any relevant agreed targets/thresholds: • Good practice/areas for enhancement raised through internal and external surveys, such as the UK National Student Survey (NSS); • Staff Student Consultative Committees (SSCCs)/Student Voice Committees; student representatives; any other sources of student feedback; • Significant matters from student feedback in relation to diversity and/or protected characteristics; • Good practice raised through student feedback, including feedback on student support services.	*Data availability* Termly SSCCs/ Student Voice Committees Collaborative partners should report from their own sources and liaise with their faculty or UKVS for Validation Service provision	*Action/ Good Practice reference*
Summary of analysis *(any actions should be given a reference number and go in the action plan)*		**Reference**

3. External Examiner feedback

Prompts	Data/ Evidence	Reference
Please consider comments made by the External Examiner: • Good practice identified by the External Examiners in the formal reports • Matters of concern/areas for enhancement identified by the External Examiner(s) in the formal report • Significant matters and/or good practice arising in relation to diversity and/or protected characteristics • Informal External Examiner feedback including emails and verbal comments	*Data availability* **UG** (standard) Jun/Jul **PG** Nov/Dec	*Action/ Good Practice reference*
Summary of analysis *(any actions should be given a reference number and go in the action plan)*		**Reference**

4. Link Tutor feedback.

Prompts	Data/ Evidence	Reference
Please consider comments made by the Link Tutor at any point during the academic session: • Good practice identified by the Link Tutors in their formal reports • Matters of concern/areas for enhancement identified in their formal reports • Significant matters and/or good practice arising in relation to diversity and/or protected characteristics* • Informal Link Tutor feedback including emails and verbal comments	*Data availability* Link Tutor reports: August	*Action/ Good Practice reference*
Was a Link Tutor Report available to feed into the PAE at the end of the academic year? *(If not, please comment on reasons for this.)*	**Yes/No** _____	
Summary of analysis *(any actions should be given a reference number and go in the action plan)*		**Reference**

5. Academic standards

	Data/ Evidence	Reference
• **Confirm that the External Examiner(s) have verified academic standards** • Comment on any potential risks to academic standards on the programme(s) (taking into account the range of data and/ or the information considered within this report, including the external examiner report/s, validation, re-validation, periodic review, collaborative review and re-accreditation information) – corresponding actions to go in the action plan. If risks to academic standards are identified, this information will need to be communicated as soon as possible to the Link Tutor/UK Validation Services (for Validation Service provision only) and the Quality Officer: Collaborative Provision in AQS, for further action as required.	*Data availability* **External Examiner report:** **UG** (standard) Jun/Jul **PG** Nov/Dec	**Reference** *Action/ Good Practice reference*

6. Non-continuation and progression

Prompts	Data/ Evidence	Reference
In considering data, please take account of any agreed targets/thresholds (this should include a breakdown of the cohort rather than overall figures particularly in relation to equality monitoring data) • Non-continuation should be monitored throughout the year as a key metric and actions added/amended as necessary • Matters of concern, anomalies and/or good practice arising from monitoring data including non-continuation, progression, equality monitoring data • Comparison across different cohorts (e.g. January starters) and all campuses where applicable • Collaborative partners should make comparisons across cohorts and different delivery locations (where applicable) within the academic session • Summarise any actions and good practice for any preparatory transitions/ induction activity for students moving into HE and between levels of study	*Data availability* Collaborative partners should report from their own sources and liaise with their faculties or UKVS for Validation Service provision	*Action/ Good Practice reference*
Summary of analysis *(any actions should be given a reference number and go in the action plan)*		**Reference**

7. Student achievement

Prompts	Data/ Evidence	Reference

In considering data, please take account of any agreed targets/thresholds	Collaborative partners should report from their own sources and liaise with the DMU faculty or UKVS for Validation Service provision	*Action/ Good Practice reference*
• Matters of concern, anomalies and/or good practice arising from the achievement and equality data, including in particular Good Honours, closing attainment gaps and supporting <u>all</u> students to achieve • Comparison across all campuses, where applicable • Significant matters arising – e.g. pass rates, average module marks		

Summary of analysis *(any actions should be given a reference number and go in the action plan)*	**Reference**

8. Student employability, work based/related and placement learning

Prompts	Data/ Evidence	Reference
In considering data, please take account of any agreed thresholds • Significant matters in relation to Professional, Statutory and Regulatory Bodies (PSRBs)/accrediting bodies/regulatory bodies (overseas partnerships) *(where applicable)* • Employability within the curriculum • Placement/volunteering activity within the programme • Significant matters raised by/feedback from employers or former students • Significant issues raised through the Module Enhancement Plans (MEPs) or equivalent • Areas of good practice or for enhancement	*Data availability* Collaborative partners should report from their own sources and liaise with the DMU faculty or UKVS for Validation Service provision	*Action/ Good Practice reference*

Summary of analysis *(any actions should be given a reference number and go in the action plan)*	**Reference**

9. Relationship with alumni

Prompts	Data/ Evidence	Reference
Please describe your relationship with alumni, your relationship with the DMU Alumni team, discussions about enhancing the relationship with alumni and/ or ideas for developing the relationship further. This section applies to mature partnerships that are likely to have alumni but new partners can comment on plans for the future and current discussions – if any – with DMU Alumni. Reference: DMU Alumni: http://www.dmu.ac.uk/alumni/home.aspx	*Data availability* Collaborative partners should report from their own sources and liaise with the DMU faculty or UKVS for Validation Service provision	*Action/ Good Practice reference*

Summary of analysis *(any actions should be given a reference number and go in the action plan)*	**Reference**

10. Resources

Prompts	Data/ Evidence	Reference
Please discuss any changes to the learning and physical resources over the reporting period relating to the delivery of DMU programmes. Please also indicate where and when these have already been reported (e.g. Link Tutor visit; PMB meeting etc.) and any corresponding actions or noted good practice.	*Data availability* Collaborative partners should liaise with the	*Action/ Good Practice reference*

Confirmation or notification of changes to human resources is commented on in the Programme Compositions request document.	DMU faculty or UKVS for Validation Service provision	
Summary of analysis *(any actions should be given a reference number and go in the action plan)*		**Reference**

11. Public information

	Reference *Action/ Good Practice reference*
All public information must be accurate and not misleading. Please confirm that public information checks take place throughout the academic session. This should be confirmed at every PAE update. All marketing/promotional material must be approved by DMU marketing teams. Please comment on the approval process for your promotional/marketing material and provide links to publicity materials mentioning DMU programmes, for example your prospectus, website and/ or other relevant publicity material.	

12. Evaluation of the partnership

Prompts	Data/ Evidence	Reference

Please provide a brief overview of the highlights, challenges and achievements of the partnership over the reporting period and reference areas and suggestions for improvement (actions) and examples of good practice. Please liaise with your HE Coordinator where appropriate. Prompts are provided below but don't feel you need to restrict yourself to these:
 	
• Commentary on how you comply with DMU's Quality Assurance operational management – e.g. Annual Quality Monitoring (AQM) requirements
• Future planned developments with DMU.
• Visits by DMU to partner institution and vice versa**.** For partners with more than one programme, the response to this may be similar or identical to other PAEs – please liaise with your HE Coordinator or administrator for the dates.
• Partnership liaison, organisation and management:
    ○ working relationship with DMU over the reporting period, including administration, support, advice and guidance, admissions, registration and communication of changes from DMU
    ○ relationship with the Link Tutor, the UKVS/GPU Account Manager;
    ○ staff development/training opportunities and access to information.
 	
* A useful record for reference would be the following table
(this can be copied and used as a separate reference or completed in this form)
	Data availability
	
	Collaborative partners should liaise with the DMU faculty.
		Action/ Good Practice reference

Visits to DMU from the partner		Visits from DMU to the partner	
Meeting date	Brief purpose of the meeting/who was present	**Meeting date**	Brief purpose of the meeting/who was present

Summary of analysis *(any actions should be given a reference number and go in the action plan)*	**Reference**

13. Key activity

Prompts	Data/ Evidence	Reference
This section deals with events that have already taken place or for which you are preparing. • Any periodic review, collaborative review or (re)validation events • Any external accreditation visits or stakeholder meetings • Any other key activity	*Data availability* Date of event	*Action/ Good Practice reference*
List any key activities that have taken place and comment on the outcomes as applicable. If there is no activity that fits in this section, please enter 'no relevant activity' *(any actions should be given a reference number and go in the action plan)*	**Reference**

14. Programme curriculum development and delivery

Prompts	Data/ Evidence	Reference
• Indicate the driver for programme change/development and how any changes were communicated to students *(where applicable)* • How have Sustainability and the Education for Sustainable Development (ESD) goals been embedded into the programme? • In relation to equality and diversity, summarise how you have taken into account changes in the curriculum content and delivery to align with the DMU Active Teaching and Learning Model, Decolonising DMU (where appropriate) and the diverse needs arising from the diversity of your student cohort • Summarise any actions and good practice on any pre-arrival transitions/induction activity for first year students and for students moving between levels of study • Comment on how the DMU Learning, Teaching and Assessment Strategy has been implemented (if applicable) • Confirm that programme documentation, including the programme specification and module specification(s), is up to date. • Research informed/engaged teaching.	*Data availability* Various	*Action/ Good Practice reference*
Summary of analysis *(any actions should be given a reference number and go in the action plan)*	**Reference**

15. Any other comments

Prompts	Data/ Evidence	Reference
	Data availability Various	*Action/ Good Practice reference*
Summary of analysis *(any actions should be given a reference number and go in the action plan)*	**Reference**

Key contacts for data

For Collaborative Partners	Link Tutors for faculty owned provision UK Validation Services (UKVS) for Validation Service provision	 ukvs@dmu.ac.uk

Programme Appraisal & Enhancement (PAE) for Collaborative Provision (CP)
Action Plan for Enhancement

To be presented and updated as a standing item at every PMB or equivalent

Collaborative partner:		**Programme Management Board (PMB) or equivalent at partner institution:**	
Programme title(s)		**Corresponding PMB at DMU** – for faculty-owned programmes only:	
Cohorts/ academic session (e.g. Sep, March, June):		**DMU Faculty:**	
Location(s) of Delivery (if more than one campus):		**Date of update:**	

Where the need for action has been identified in the PAE commentary, please include the actions in the action plan below. The progress and status update columns in the action plan should be regularly updated, and before each PMB. Any additional actions that arise during the year should be added to the action plan. **When drafting the Action Plan please remember to complete the endorsements at the end of this document.**

Status for Actions:

Major delay or problems	Some delays or problems	Underway and on track	Complete	Not started yet

Where the need for action has been identified in the PAE commentary, please include the actions in the table below:

Reference for Action (A) /Good Practice (GP)	PAE section	Evidence/ Source/data/ date/issue or area of good practice *Appraisal section to be addressed*	Action	Who will lead on this?	Deadline	Progress *Please include date*	Update Status
EXAMPLE *A20/21 - 1*	2. *Student Feedback*	*SSCC 2022/23:* *Improvement needed in handover in modules such as "Management and Strategy"*	*Liaise with staff from other departments to ensure the smooth handover of modules.*	*Head of Department/ Programme Leader*	*Start of 2020/21 session*	*21 Sept 2023 – A&F staff are in consultation with other departments and progress will be monitored via the SSCC.*	*ON TRACK*
EXAMPLE *GP21/22 - 1*	3. *External*	*External Examiner report (John Jones, 2022/23);*	*Highlight additional benefits of*	*Partner and DMU faculty Marketing*	*December 2023*	*Contact to be made between partner and DMU*	

| | Examiner feedback | Intercultural studies element of is a USP of provision | intercultural awareness; transferable and employability skills in the marketing of the programme. Share with similar programmes via Programme Leaders at the PMB. Design marketing strapline in promotional material. | | | Marketing teams to approve strapline.

Link Tutor to disseminate GP at the faculty PMB if PL not present. | NOT STARTED YET |
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