


Course monitoring policy and procedure		
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Course monitoring policy and procedure

Revision History

Revision	Date	Revision Description DCRT#	Originator
01	22 August 2003	Incorporation from cb2 and academic council report of 2 May 2001	Diarmuid O'Callaghan
02	24 June 2008	Update based on new 4RCD01 content	Diarmuid O'Callaghan

1. Purpose

The purpose of this document is to record Institute policy and procedure as it applies to ongoing annual monitoring of academic courses.

2. Scope

This document applies to all academic staff.

3. Reference

4RCD01 Course board annual report template

4. Policy and procedure

- It is the policy of the Institute that a course monitoring report on the operation of each course be maintained. This monitoring and evaluation activity, carried out by the course board, provides an objective basis for maintaining and enhancing the quality of educational provision.
- The principal sections of the monitoring report form (reference 4RCD01) are
 - Programme details
 - Applications
 - Registrations
 - Examination performance
 - Recommendations from previous course monitoring report and actions taken
 - Course board activity
 - Course feedback (students, industry, graduates, external examiners)
 - Final comments (course board, head of department).
- The course monitoring report is populated with statistical information in October each year by staff of the Registrar's office and sent to the relevant Head of Department.
- The report is considered by the course board and a response should be returned to the Registrar before December.
- The Registrar shall submit the report to the Academic Council.
- The course monitoring report may be considered by the Director, Registrar and Head of School/Department, who will take actions and make proposals as appropriate.

- The Academic Council may review all course monitoring reports. The Academic Council will take actions within its area of responsibility and make proposals to the Governing Body as appropriate.

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