

WRITING PARM REPORTS

NOTES OF GUIDANCE

These notes are for general guidance.

- At the end of each academic session, extracts from confirmed PARM reports (Sections A and C) will be published on the CASQE PARM website.
- Ensure that you are using the most up to date Report Template PARM10 – download from the website each time. The report proforma has, and will be, updated at regular intervals as the need for different/more/clarified information emerges. You will find the report template on the following website:

<http://www.mmu.ac.uk/academic/casqe/event/docs/PARM10.docx>

- Each section of the report includes guidance (in red italics) on how to complete the report. Remove any unnecessary pieces of guidance, information or options included in italics in the template eg at the start of the report “*Draft/Confirmed*” “*Programme Approval/Review/Modification*” as you complete the report.
- The University convention is to write reports in the past tense. In the discussion section comments should be attributed to a role rather than a name e.g. “the External Assessor requested ...” rather than “Joe Brown requested”. Comments made by students should be reported in a manner which ensures anonymity ie do not use names and, where possible, avoid attributing comments to a specific group/level of students eg “the L4 student indicated”
- The outcomes of the event (conditions, recommendations and fulfilment date(s)) should be approved by the Chair and circulated to the programme team within one week of the event. The most effective way of doing this is by circulating a draft of Section A of the report.
- It is the responsibility of the Chair to ensure that the reports, conditions and recommendations are accurate. Ask the Chair to agree a form of words at the meeting.

SECTION A

- Section A1 (Programme Title) - ensure that the **Programme Specification title** is used here. In cases where modifications are made to part of a network indicate the Programme Specification and the major changes proposed eg:

“Ceramics Undergraduate Programme:

Inclusion of new awards

*BA (Hons) China Clay Pots
BSc (Hons) Pottery”*

- Include the University’s database reference in the Header section of the report and in Section A6. *You will find this reference on the Strategic (Re) Approval Forms once the DVC has agreed the proposals.*

SECTION B – PANEL DISCUSSION

- Section B – Panel Discussions - the nature of this section of the report should be directive and need not reflect the entire range of discussion at the meeting, but should ensure that all agenda items and major themes of discussion are addressed. Avoid use of colloquialisms and, whilst reporting the outcome accurately, look for the positives.
- The purpose of the report is to provide an accurate summary of the main points of discussion, together with a clear justification for the Panel’s decisions and recommendations. The report should be organised thematically following the template provided, rather than as a chronological record of discussions. The nature of the report, and of the conclusion in particular, will need to reflect the specific characteristics of the programme(s) considered and the nature of the Event.
- Where there is a Report Heading, find something to put under it! The Event agenda includes specific items that are considered under the Quality and Standards (see “Schedule and Agenda” in the “Documentation for the Event” paragraph of the relevant PARM section of the ARPH).
- All Review and Approval Panels should be specifically checking whether the Programme Team has responded to the University’s requirement for the implementation of its “Anonymous Marking” policy and whether that response is appropriate. This should be recorded in the “Quality and Standards” section of the report. *NB Whilst it is only a **requirement** for Review and Approval Panels, it is good practice for Programme Teams who are undertaking modifications to ensure that, as part of any changes, the issue of Anonymous Marking is addressed and, again, recorded in the report.*

SECTION C – RESPONSE TO CONDITIONS

- No Conditions Set

If the Panel did not set any conditions of approval, it is not appropriate to complete this section of the report.

- Conditions Set

This section of the report can only be completed once the response to condition(s) has been approved by the Panel Chair and the draft report is often circulated without this section.

Do not delay the confirmation of the PARM report if this section is not completed as Section C can be circulated later, once the Chair has approved the conditions.

APPENDIX

- This is relevant for Review and Modification reports and should contain a list of all changes made to the programme/network of programmes as part of the

review/modification event. This information will be required for the University academic database and should include any changes to the programme which would not normally be captured within a revised programme specification eg units (ie removed, added, title changes). See guidance in the Programme Review and ADC Modification Sections of the ARPH and in the report proforma. Programme Teams are requested to complete a specific section in their Review and ADC Modification Self Evaluation Documents which you can cut and paste into the Report Appendix.

CIRCULATION OF THE REPORT

- Draft reports ie Sections A , B (C if available at that stage) and Appendix, should be approved by the Chair and normally circulated, within three weeks, to all the Panel and Programme Team for comment prior to confirmation.
- All comments received from Panel members should be sent to the Chair (via the Faculty/Campus Quality Administrator). It should be the Chair's responsibility to decide whether comments/changes are included.
- The confirmed report ie Sections A, B (C if available at that stage) and Appendix, should be circulated to all members of the Panel and all Programme Team members who attended. An electronic copy should be sent to your CASQE Link Officer (even if they did not attend the event) and Marian Kelly in the Centre for Academic Standards & Quality Enhancement.
- Where the PARM event included consideration of any Combined Honours subjects (check the programme specification) the confirmed report should also be circulated to the Head of Combined Honours, the Programmes Leaders and Programme Administrators for Combined Honours at Manchester and Cheshire as appropriate.

FULFILMENT OF CONDITIONS

- The Programme Team must submit its written response to any conditions of approval to the Faculty/Campus Quality Administrator by the due date. As the date approaches, start to chase to ensure that the response is on track!
- The response should contain:
 - a written response from the Programme Team which describes how the Programme Team has complied with the conditions
 - appropriate supporting evidence
 - updated definitive documentation and any other documents requested by the panel.
- Once it has been scrutinised and approved at Faculty level submit
 - the response, and
 - a copy of the report, updated to include appropriate details in Section C

to the Chair for approval. Ask the Panel Chair for **written confirmation** of their approval. There is a signature box included in Section C for the Chair to sign and return to the Faculty Quality Administrator. If you do not hear anything within a few days, start chasing!! It is important to receive, hard auditable evidence of the Chair's approval. If it is proving difficult to get their signature, at least ensure that an email response is received.

- On receipt of the Chair's approval, complete the final section of the PARM report with the

details of approval and send an electronic copy to both your CASQE Link Officer and Marian Kelly at CASQE. **Send a copy of the Chair's signature to CASQE (Marian) for the audit trail.**

- Ensure that the new/updated programme specification and definitive document are uploaded to your Faculty website.

UNIVERSITY APPROVAL

- On receipt by CASQE, confirmed reports and/or conditions of approval will be scrutinised by the Head of CASQE who will, if appropriate make a recommendation to the University's Academic Quality and Standards Sub-committee to either
 - (i) confirm the recommendation(s) of the Panel (in cases where there are no conditions or they have been fulfilled) or
 - (ii) confirm the recommendation(s) subject to the fulfilment of conditions.

The Sub-committee's decision will be sent to Faculty Quality Administrators. It is the responsibility of the Faculty Quality Administrator to ensure that the relevant academic and administrative staff are given copies of the outcome for their Programme Log and for any future review/audit requirements etc.

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