



Monitoring and Review Policy of TSMR Qualifications

1.0 Introduction

Qualification reviews will be a key element of TSMR's quality assurance and enhancement framework that provide a basis for evaluation of its qualification or units of related qualifications upon engagement with a variety of individuals - students, employers and other stakeholders.

TSMR acknowledges that reviews of qualifications can be complex and there will always be some degree of subjectivity when it comes to judgements of acceptability and quality. At the same time its success depends upon the knowledge and experience of those entrusted with the task.

2.0 Review Participation

All teaching staff will be encouraged to provide written submissions an appointed review panel (Table 2 provides a Framework of Composition and Functions of a Review Panel). Invitations for submissions will also be extended to other staff with an interest in the qualification being offered at TSMR; individuals or groups may send submissions. Current students and past graduates (where applicable) will also be invited to provide a written submission (table 1 provides Terms of Reference for the Review Panel).

3.0 Terms of Reference

A qualification review involves an examination of numerous aspects of qualification management and delivery that interact and contribute to the overall quality and acceptability of the qualification. These will be reflected in the Review Panel's Terms of Reference as stated in the grid below:

4.0 Monitoring and Improvement

Management of TSMR is responsible for overseeing and monitoring progress towards the implementation of the recommendations as appropriate. There will be a timeline for implementation of initiatives recommended by the review panel. By the next review panel, TSMR should be able to sign off on achieved plans, pick anything up that may need further consideration at the next review or close off issues that may no longer be relevant.

Table 1: Terms of Reference Details

Broad Area	Considerations
Qualification Objectives	<ol style="list-style-type: none"> 1. Consistency with TSMR Policy 2. Consistency with TSMR Strategic Plans 3. Acceptability to communities of interest including academic, industrial, public sector, non-profit and professional communities
Qualification Structure and Management	<ol style="list-style-type: none"> 1. Relevance and appropriateness of qualification regulations 2. Consideration of the ways in which curriculum design and papers contribute to the overall qualification objectives and Graduate Profile 3. Appropriateness of admission procedures 4. Appropriateness of enrolment procedures 5. Procedures for equivalence 6. Links to other qualifications and disciplines 7. Processes to support continuous improvement 8. Marketing and recruitment 9. Existing plans for future development
Teaching, Learning and Assessment	<ol style="list-style-type: none"> 1. Physical and IT resources 2. Library resources and information literacy development 3. Staff numbers, qualifications, expertise and staff development 4. Interdependence of research and teaching 5. Research supervision and research profile (for postgraduate qualifications in particular) 6. Student assessment including moderation procedures 7. Student retention, progression, completion and employability 8. Student support 9. Health and safety in terms of qualification content and delivery. (Consideration should be given to physical, cultural and psychological factors.)
Overarching Considerations	<ol style="list-style-type: none"> 1. Enables Equity of educational opportunity 2. Internationalisation

Table 2: Framework of Composition and Functions of a Review Panel

Position	Description	Function
Convener	A staff member (current or recently retired) from outside of the qualification or programme to be reviewed.	Chairs the Review and oversees writing the Review Report.
External Representatives	A staff member from another institution and/or a senior member of a related group or business	Representation on panel will vary according to the features and context of the qualification to be reviewed. For example, for

		a qualification seen as having potential to attract international enrolments, the inclusion of an overseas representative may be important for benchmarking purposes.
Internal Representative	Staff member from TSMR and outside the qualification under review	
Student Representative	One or two recent graduates or senior students of the qualification.	<p>Reviews of qualifications preparing graduates for entry into professional practice are likely to include representation from the relevant professional group.</p> <p>Graduate representation provides an important student/ stakeholder perspective.</p> <p>The Review Panel members are expected to assist the Convener in drafting the Review Report. Following receipt of information pertinent to the qualification review, panel members may request additional information.</p>
Administrator	Qualification Administrator	The Qualification Administrator provides all organisational support for the review.

TSMR, 2018