Guidance 7iv   Evidence Sources for Educational Monitoring and Enhancement

This document is primarily for internal Middlesex University use, however collaborative partners may benefit from accessing this list of evidence sources as they consider their internal Educational Monitoring and Enhancement process.

The table below consolidates various programme evidence and data sources that are available. It includes the EME data dashboard and additional evidence sources that should be used to supplement the assessment of student datasets and provide additional bases for the formulation of actions in the departmental EME Action Plan. Information is correct at time of publication but note that unexpected delays/changes may occur to release dates.

Guidance 7ii Considering data and Evidence gives support on how to interrogate and investigate data and evidence and suggestions for additional evidence sources.

Contact AQS if you have any queries: AQS Partnership and Monitoring Inbox AQSPartners@mdx.ac.uk

Evidence and/or data sources to use	Where/when to access this information
Student datasets	
Educational Monitoring and Enhancement Dashboard: Departmental overview with trend data for: • Enrolments • Student non-continuation • Student progression (year to year) • NSS • Student awards • Graduate Outcomes Survey – Positive Outcomes	Accessed through Tableau dashboard (requires firewall and VPN) - Tableau > Departmental > 03. Student management information > Educational Monitoring and Enhancement (EME) > EME Dash Update schedule: • Enrolments – December (Sept intake) and April (January intake) • Student non-continuation – December • Student awards – November and April (PGT data) • Student progression (year to year) – November and April (PGT data) • NSS – July/August • Graduate Outcomes Survey – Positive Outcomes – June Links within dashboard to full datasets as described below.

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Student Enrolment/Recruitment Dashboard • Student Number Profile - Faculty & Department Level View with department cluster and university summary • Program level student numbers – cluster and programme summary • Regional and Country numbers – regions, country and campus summary • Regional offices /Agent summary	Accessed through Tableau dashboard (requires firewall and VPN) - Tableau > Departmental > 03. Student management information > Student Numbers > MI Number profile (snapshot) > Student Number profile Update schedule: All dashboards are based on Dec 1st snapshot (for Oct/June intakes) and April 1st (for Jan intake) - excluding early withdrawals or no-shows.
Continuation Dashboard • Non-Continuation KPI – Faculty, department, cluster and programme filters Shows of the 1st of December population how many returned the following year in December. Exclusions: Top-ups, Part-time, PG, Collaborative partners & Overseas Campuses. • Non- Continuation by programme – end of cycle KPI & in-year continuation by cluster /programme Only new students are included. Indicators are based on new Foundation and Year 1 students but other cohorts can also be selected. **End of cycle** shows of the 1st of December population how many returned the following year in December. **In-year continuation** shows, of the KPI cohort, how many are still here in the current month. • In-year Continuation PI Only new students are included. Performance indicator is based on new Foundation and Year 1 students but other cohorts can also be selected. In-year continuation shows, of the current cohort (1 Dec snapshot), how many are still here in the current month. Exclusions: Top-ups, Part-time, PG, Collaborative partners & Overseas Campuses.	Accessed through Tableau dashboard (requires firewall and VPN) - Tableau > Departmental > 03. Student management information > KPIs > Middlesex Internal in-year non continuation > Non continuation KPI **Non-Continuation KPI** Update schedule: Each December **Non- Continuation by programme** Update schedule: Each December for end of Cycle KPI, and each month for in-year PI. **In-year Continuation PI** Update schedule: Each Month. Rolls over to new cohort in January. **Non-Continuation Monthly trend** Update schedule: Each month. Note in September there are no enrolments because all students are rolled over as Eligible.

• Non-Continuation monthly trend – Monthly enrolment headcount (those with status of 'enrolled' on 1st every month) and Monthly non-continuation % trend Only new students are included. Indicators are based on new Foundation and Year 1 students but other cohorts can also be selected. Shows of the 1st December population how many are still here in following months. Exclusions: Top-ups, Part-time, PG, Collaborative partners & Overseas Campuses.	
Awards/Achievement and year to year Progression Dashboard • Progression and Achievement (PandA) Departmental overview of year 1 progression; Good awards (1st's and 2:1s); and, achievement - can be filtered for clusters and programmes • Progression and Achievement (PandA) programme level Programme level details of all classifications with separate filters of a) Achievement and b) Progression	Accessed through Tableau dashboard (requires firewall and VPN) - Tableau > Departmental > 03. Student management information > Progression and awards > MI progression and awards (PandA) > Progression and Achievement (PandA) dashboard Update schedule: Each November (UG data and circa. 70% PGT data) and April (PGT)
Graduate Outcome/ Progression Dashboard • Middlesex overview • Faculty overview • Department overview Current year is the graduating cohort that was surveyed. The progression measures count as positive outcomes those students who report in their response to the Graduate Outcomes survey, 15 months after gaining their qualification: a. Managerial or professional employment (defined as employment in an occupation which falls within major groups 1 to 3 of the Office	Accessed through Tableau dashboard (requires firewall and VPN) - Tableau > Departmental > 03. Student management information > Employability Update schedule: survey data is released in May to be updated on Tableau June

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for National Statistics (ONS) Standard Occupational Classification 2020). b. Further study at any level of study c. Travelling, caring for someone else or retirement The OfS descriptions of student outcome and experience measures (2023) describe the student outcomes that count positively towards progression measures, including the activities reported by students and the Standard Occupational Classification (SOC) 2020 groupings of occupations that are counted as managerial, or professional, employment.	
National Student Survey (NSS) Data Dashboard • Middlesex overview • Faculty overview • Department overview • Programme overview Year is the year of survey results – ie the 2022 year is the survey ran in the 21/22 academic year	Accessed through Tableau dashboard (requires firewall and VPN) - Tableau > Departmental > 03. Student management information > Student Surveys Update schedule: High level survey data is released first with programme level data to be released later Autumn, this is available on the intranet and then updated on Tableau Full information about NSS can be found on the intranet pages - https://www.intra.mdx.ac.uk/key-information/student-feedback/national-student-survey Contact: surveys@mdx.ac.uk

Postgraduate Taught Experience Survey (PTES) • PTES results • PTES trend Analysis	Accessed through Tableau dashboard (requires firewall and VPN) - Tableau > Departmental > 03. Student management information > Student Surveys Update schedule: High level survey data is released in May, further trend analysis and benchmarks to be released July and updated on Tableau Full information about the Postgraduate Taught experience Survey can be found on the intranet pages - https://www.intra.mdx.ac.uk/key-information/student-feedback/postgraduate-taught-experience-survey Contact: surveys@mdx.ac.uk
Widening Participation dashboard Dashboards are updated annually and so are static reports based on December/April Student Snapshots. Not all students have their fees on MISIS so this is not a complete account of all student fees. Demographics parameter filters include: age, disability, ethnicity, gender, IMD, care leaver, household income, polar and first generation in HE. Data is at a department level only. • Widening Participation - OfS Monitoring Return • Total Widening Participation Numbers by Multiple Demographics Also Widening Participation General Information Tab: how Middlesex defines the OfS widening participation categories Dataset dashboards noted above may also have some demographic parameter filters to use when filtering reports.	Accessed through Tableau dashboard (requires firewall and VPN) - Tableau > Departmental > 03. Student management information > Student Numbers > Widening Participation Dashboard (OfS) Update schedule: Updated yearly in April covering previous year June, current academic year October and January intakes and the returning January intake.

Student feedback	
- Programme Voice Group minutes - Programme Survey - Module evaluation Survey - Pre-arrival and Transition Survey - Welcome and Programme Induction Survey	**Programme Voice Group** There should be a minimum of two Programme Voice Groups (Term 1 & Term 2) in an academic year for each student intake. Minutes should be held by the department and are stored with the CAPE Student Engagement Team. **Programme Survey** Programme surveys are run in Term 2 with data released in June. Full information and data can be found on the intranet pages - https://www.intra.mdx.ac.uk/key-information/student-feedback/middlesex-programme-survey **Module evaluation Survey** Module evaluation surveys are run in Terms 1 & 2 with data released in December and March. Results are available through the surveys platform directly for module leaders. Full information and a results summary can be found on the intranet page - https://www.intra.mdx.ac.uk/key-information/student-feedback/module-evaluations **Pre-Arrival and Transition Survey** Accessed through Tableau dashboard (requires firewall and VPN) - Tableau > Departmental > 07 Student Engagement Operations > Student Engagement **Welcome and Programme Induction Survey** Welcome and programme induction Survey is run at the start of the academic cycle (October and January) and data is added to Tableau end of October and Mid-Feb. Additional comparative analysis is included in the annual Welcome report which is available on the intranet - https://www.intra.mdx.ac.uk/key-information/welcome-and-programme-induction/project-reports Contact: wpi@mdx.ac.uk

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Student Engagement data	
- My learning (Moodle) login - MDXapp Tile access - Library e-resources - Access card - MyUniHub login - Library resources (physical) - MDXapp logins - Attendance	StREAM Learner Analytics Platform https://www.intra.mdx.ac.uk/about-us/services/centre-for-academic-practice-enhancement/academic-advising/personal-tutoring-for-student-success/StREAM
Collaborative Partner Educational Monitoring and Enhancement Reports	
- Collaborative partner EMERs with university link tutor feedback - Accreditation clients AMRs	The standard deadline for collaborative partners (Franchised, Joint & Validated) is 13 October 2023. Partners may have exceptionally agreed deadlines that differ from this. University link tutors are asked to write their feedback within the report prior to submitting – this is at the end of the report. AQS Partnerships and Monitoring team are responsible for the partner EMER process and ensure partner reports are stored within the Faculty EME OneDrives. The deadline for all Accreditation clients to submit their Annual Monitoring Reports is 29 September 2023. AQS Partnership and Monitoring Mailbox: AQSPartners@mdx.ac.uk

External Examiner activity	
• External examiner reports • Responses to External Examiner reports Also: • Discussions through ACEE and in-year	External examiner reports are received after the main assessment board and are circulated by the AQS External Examiner team to faculties, this includes the programme team and programme administration team. From 2022-23 and going forwards, all external external reports, programme team responses and completed ACEE forms are stored on faculty specific OneDrives maintained by the AQS External Examiner team. Past external examiner reports are stored by the programme administration team. Past programme team responses to external examiiner reports are held by programme teams. Contact AQS Externality team for more detail and access to the Onedrive - External Examiner Mailbox ExternalExaminer@mdx.ac.uk
Apprenticeship provision specific	
• Enrolment data • PDSAT Retention/withdrawal data • ILR data returns • Off-the-Job hour records • Learner satisfaction survey • Employer satisfaction survey • Tripartite progress reviews	**Enrolments** Enrolments (1 Feb – 31 Oct) data is available November Enrolments (1 Nov – 31 Jan) data is available February Data presented to Strategic management group for dissemination. **PDSAT Retention/withdrawal data** Data reported comes from PDSAT and relates directly to funding year based on the ILRs. PDSAT data does not include students who break in learning as these are not included for funding. Update available November - comes to CAS via External Returns Officer **Individual Learner Records data returns** APTEM holds students ILRs with details of individual progress, completion and records of tripartite reviews. Reports can be accessed by CAS team.

	Off-the-Job hour records APTEM ILRs include records of students off-the-job hours and reports can be accessed from CAS team. **Learner satisfaction survey** The learner satisfaction survey results are available in July Apprenticeship programmes and learners are also subject to the standard Middlesex University student feedback mechanisms such as PVGs and surveys. **Employer satisfaction survey** The employer satisfaction survey results are available in August