

Document

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Brief Description of Policy	This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for Enhancement.

Version Control

Date	Version	Summary of changes	Approver
January 2023	2022/01	Initial policy version	NUKH Academic Board
June 2025	2025_01	New template used	NUKH Academic Board

Key Related Documents

Document Name	Location

Contents

Introduction	1
Purpose.....	2
Objectives	3
Terms of Reference	3
Membership.....	4
Reporting.....	5
Policy Review.....	5

Introduction

This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for Enhancement of the student experience. Navitas UPE has, as part of its corporate code of practice, a commitment to continuous improvement and the UPE College* network has demonstrated its adherence to this commitment through the implementation of an Enhancement Plan in each College. Navitas UPE has a long history of and commitment to the provision of quality services and support to students. It recognises the importance of engaging students early in their learning experience and places immense value on the Student Voice. Working together with students, our teaching and support staff are committed to providing an education and student experience that is shaped, reviewed and enhanced in the spirit of partnership and co-determination.

A formal quality enhancement mechanism will be established within the College that includes students and staff, to be known as the College Enhancement Team (CET).

**Please interpret 'College' as 'Campus' where applicable*

Purpose

The establishment of the CET will facilitate the College to:

- Create and maintain an environment within which students and staff engage in discussions that aim to bring about demonstrable enhancement of the educational experience
- Ensure that the collective Student Voice is heard both formally and informally within the College
- Ensure that student representatives and staff have access to guidance and ongoing support to equip them to fulfil their roles in educational enhancement and quality assurance
- Provide an opportunity for students and staff to engage in evidence-based discussions based on the mutual sharing of information
- Ensure that both staff and students disseminate and jointly recognise the enhancements made to the student educational experience and the efforts of students in achieving these successes
- Ensure that representatives of each College play a full part in the Student Forum and engage actively with the Academic Board throughout their studies
- Review the Annual College Action Plan

A CET will be a sub-committee of the College's Learning and Teaching Board (CLTB) and will provide an opportunity to focus on the engagement of both students and staff in the development of a culture across the College of a learning environment that facilitates empowerment, engagement and independent learning potential and capability.

Objectives

The objectives of the CET are to:

- Embed a coherent and consistent approach to student engagement
- Facilitate the growth and development of quality-based student experience
- Facilitate the growth of a culture of stakeholder ownership in the academic environment
- Enhance the quality of delivery of learning experiences
- Standardise mechanisms for student feedback and dissemination of change as a result of feedback
- Improve the engagement level of students in all aspects of the student journey
- Embed a culture based on continuous improvement in the student experience
- Facilitate opportunities for the student voice to be heard and responded to
- Promote active student participation in College quality assurance processes
- Implement transparent mechanisms, agreed with students, for the nomination and election of student representatives
- Provide ongoing support for students and staff appropriate to their quality assurance roles

Terms of Reference

The scope of the CET's work will cover those processes that most directly impact on the student experience. These include, but are not limited to:

- The application and admission process
- Enrolment and orientation
- Pathway/curriculum design and delivery
- Learning outcomes and opportunities
- Learning resources
- Student support and guidance

- Assessment methods and expectations

The specific aspects for consideration at any particular time will be informed by various sources including student opinion surveys, staff feedback, internal monitoring processes, University Partner feedback, external review and external examiner reports, the higher education sector and, if appropriate, aligned to the [QAA Quality Code 2024](#) and [Office for Students \(OfS\) B Conditions](#).

A steer to the CET agenda will come from the CLTB. CET will provide enhancement proposals to be considered by the CLTB, and formal agreement by the College Senior Management Team taking account of resource implications.

The College's Senior Management Team will determine the frequency of meetings, but the CET will meet at least twice per year and may hold meetings in addition to those scheduled to address urgent and specific issues.

Membership

The College Director/Principal (CDP) has ultimate responsibility for the effectiveness of the CET. The CET forms part of College's commitment to the implementation of an ongoing enhancement agenda.

Membership will be by invitation and determined by the SLT, but must include the following:

- Chair
- Head of Learning and Teaching
- Director of Academic and Student Services
- Director of Marketing and Admissions

The CET will appoint a minute taker for each meeting (a member of the staff best suited to this role). These minutes and subsequent actions will go through the internal governance structure within the college and may be used to inform the Annual College Action Plan and Annual Monitoring Report activities.

The CET will be a permanent and enduring entity, and the CDP will ensure that the membership is refreshed as appropriate. Activities of the CET will not involve access to College systems or files. The CDP is responsible for ensuring that all members of the CET are fully briefed on the objectives, scope and deliverables.

Reporting

The College Enhancement Team (CET) reports to the College Management Team (CMT).

The following functions and activities contribute to the review of the College's Enhancement Plan, under the CET framework:

- Progression Team – reports to the Head of Learning and Teaching (HLT)
- Well-being Team – reports to the Director of Academic and Student Services (DASS) and HLT
- Student Forum – reports to DASS
- Student Review Meetings – report to DASS
- Compass programme – report to HLT, including:
 - Plan B Meetings
 - Grade Review Meetings
 - Attendance Monitoring
 - Welfare/Minors monitoring
 - Learning skills sessions

Policy Review

This policy will be reviewed every two years unless there are internal or legislative changes that necessitate an earlier review.