

**Partner annual monitoring review form (POSTGRADUATE RESEARCH PROGRAMMES)**

Partner Annual Monitoring Review (PAMR) is an annual, retrospective activity which allows the partnership team to reflect on the previous academic year and create an action plan to address any issues identified as a result of the exercise. Please refer to the Partner Annual Monitoring Review Policy for further information on the roles and responsibilities and timeline involved.

# Key Details

|  |  |
| --- | --- |
| **Name of Partner Institution(s)** |  |
| **Address of Partner Institution(s)** |  |
| **Contact Information *(Academic Lead and Professional Services)*** |  |
| **Programme Code/Title(s)** |  |
| **Agreement Approval Status** |  |
| **Reporting Period** |  |

**2. Actions from Previous PAMR Form**

|  |  |  |
| --- | --- | --- |
| **Action** | **Progress** | **Status** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 1. **Recruitment and admission of students**
 |
| No. Students | **AY 2019-20** | **AY 2020-21** | **AY 2021-22** |
| Total in year | No. applications | No. admitted | Total in year | No. applications | No. admitted | Total in year | No. applications | No. admitted |
| *PGR* |  |  |  |  |  |  |  |  |  |
| **Analysis and commentary:** |  |  |  |
| *Please provide commentary on trends in student recruitment and admissions over the last three years, including any significant changes in terms of demand in country if applicable, admissions processes, entry qualifications and student profile data. Are the numbers in line with expectations or contractual numbers/agreed quota? What factors contributed to any differences and how will they be addressed?* |

|  |
| --- |
| 1. **Progression and retention**
 |
| No. Students | **AY 2019-20** | **AY 2020-21** | **AY 2021-22** |
| Total in year | Progress /Achieve final award | Withdraw/ fail | Total in year | Progress /Achieve final award | Withdraw/ fail | Total in year | Progress /Achieve final award | Withdraw / fail |
| *PGR* |  |  |  |  |  |  |  |  |  |
| **Analysis and commentary** |
| *Please provide commentary on trends in student continuation, progression between levels and completion over the last three years, and reflect on the success of any initiatives to support retention, progression and completion. Please also provide commentary on student degree outcomes and an explanation of any high failure rates (>10%).* |

|  |
| --- |
| 1. **Academic Staffing**
 |
| Please comment as to whether or not academic staff resources both at partner and HWU are adequate for the effective delivery and operation of the programme. Is any additional investment necessary in this area? |  |
| Please provide an overview of comments from those who provide academic support on the programme Please provide details about how feedback is collected from academic staff and evaluated, any action taken in response to the feedback, and how the details of any changes are communicated to academic staff. |  |
| Please provide details of any staff development/training activities that are available. |  |

|  |
| --- |
| 1. **Professional Services Staffing**
 |
| Please comment as to whether or not professional services staff resources both at partner and HWU are adequate for the effective delivery and operation of the programme. Is any additional investment necessary in this area? |  |
| Please provide an overview of comments from those who provide administrative support at HWU to the partnership. Please provide details about how feedback is collected from professional services staff and evaluated, any action taken in response to the feedback, and how the details of any changes are communicated to professional services staff. |  |

|  |
| --- |
| 1. **Physical Resources**
 |
| Please provide an overview of physical resources such as IT, laboratory spaces and social facilities. Has any change occurred in resources? Are sufficient resources available? Is any additional investment necessary in these areas? |  |

|  |
| --- |
| 1. **Research Environment**
 |
| Please comment on current student induction arrangements. Are student inductions jointly delivered or are there separate inductions for each institution? Are arrangements effective or any changes necessary? |  |
| Please reflect on the effectiveness of the programme team’s approach to learning and assessment, and highlight any areas where there is scope for enhancement. Please include comments on how well the joint academic team is working, if applicable. |  |

|  |
| --- |
| 1. **Student Support**
 |
| Please comment on personal tutoring arrangements. Were all students allocated a personal tutor in a timely manner and did staff have sufficient knowledge to assist with student queries? Are there are areas for improvement? |  |
| Please reflect on the effectiveness of processes for dealing with mitigating circumstances and temporary suspension of studies applications. Please highlight any patterns, trends or themes in terms of applications, and any resulting enhancement activity required and/or undertaken.  |  |
| Please reflect on the effectiveness of processes for dealing with student complaints and appeals. Please highlight any patterns, trends or themes, and any resulting enhancement activity required and/or undertaken.  |  |
| Please outline the number of disciplinary cases received for students on the programme (both ongoing and resolved). Please provide commentary on any common themes (e.g., whether issues are more common in specific assessment types and / or courses) and resulting enhancement activity required and / or undertaken to address issues. |  |

|  |
| --- |
| 1. **Student feedback**
 |
| Please provide an overview of student feedback mechanisms. How is student feedback gathered and how often?  |  |
| Please comment on how significant issues raised by students are addressed and how outcomes are reported back to students. |  |
| Please comment on any enhancements made, based on student feedback, in the last academic year.  |  |
| Please provide a summary of any student representation arrangements in place for the partnership, and reflect on their effectiveness in providing feedback on behalf of the student cohort. Consider whether attendance is good/poor and whether student representatives feel well equipped to contribute to discussions. Is any additional support/training necessary in this area? |  |

|  |
| --- |
| 1. **Modifications**
 |
| Please outline any changes that have been made to the programmes and the process by which those changes were approved and partner institution(s) notified. What was the rationale behind the changes and have they been successful? |  |
| Please comment on any changes to institutional policies/procedures that could impact upon the delivery of the programme. Please outline the process used for notifying Heriot Watt University/the partner institution(s) of such changes. |  |
| Please provide details of any other significant changes that have taken place since the last reporting period such as:* Organisational structure
* National or local regulatory requirements
* External factors
 |  |

|  |
| --- |
| 1. **Partner Relations and Communications**
 |
| Please comment as to whether or not communication between Heriot Watt University and the partner institution(s) is effective or if there is any scope for enhancement? Is sufficient support, advice and guidance made available, both pro-actively and when requested?  |  |
| Are there any external factors affecting the partnership and/or relationship with partner? |  |
| Has partner’s operating environment changed significantly since the last reporting period? |  |
| Has there been any change to partner’s status since the last reporting period? If so, how does this affect the partnership and delivery? |  |
| Have any in-person visits taken place in reporting period? If no, what are the reasons? |  |

|  |
| --- |
| 1. **Values and Objectives**
 |
| Please comment on how the partnership continues to align with the values of both Heriot Watt University and the partner institution(s) |  |
| Does partnership still meet the original or renewed rationale for partnering? |  |

|  |
| --- |
| 1. **Graduate employment**
 |
| Please include a summary of relevant information on employment obtained on completion of programme(s), or other information as relevant, e.g. opportunities that have arisen for promotion or further career development |  |

|  |
| --- |
| 1. **Key Areas of Good Practice**
 |
| *Please identify three key areas of strength and/or good practice in the operation and delivery of the partnership* |
| 1. |
| 2. |
| 3. |

|  |
| --- |
| 1. **Financial Income**
 |
| Please outline the net financial income from the partnership (within the reporting period). |  |
| Are there any outstanding fees due by Heriot Watt University or the partner institutions(s). Are payments received in a timely manner? If not, what is the cause of delays? |  |

|  |
| --- |
| 1. **Other Information/Comments**
 |
| Provide details of any other feedback/information/updates you wish to give |  |

**Please attach a copy of the below documents:**

**Collaborative Board of Studies minutes;**

**Student Feedback or Survey results;**

**Graduate Employment Data.**

1. **School and Partner Authorisation**

Please confirm that the Partner and School agree with the content of this form and action plan, both of which have been collaboratively produced. To be arranged by the School before sending to Academic Quality.

|  |  |  |
| --- | --- | --- |
| Partner Institution (add more lines as appropriate if multiple Partners) |  | Click or tap to enter a date. |
| HWU Academic Lead |  | Click or tap to enter a date. |
| HWU Director of International |  | Click or tap to enter a date. |
| HWU Director of Academic Quality |  | Click or tap to enter a date. |

**Please send the completed form to academic quality (****academicpartnerships@hw.ac.uk****) no later than 31st March. Ensure that full School and Partner Authorisation has been obtained.**

# University Review and Approval

For completion and coordination by Academic Quality.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reviewer** | **Escalate within School** *(Y/N)* | **Escalate to Deputy Principal (Education & Student Life)*****(Y/N)*** | **Comments** *(please summarise findings of review)* | **Print name and date** |
| **Academic Quality** |  |  |  |  |
| **Associate Dean** |  |  |  |  |
| **Deputy Principal (Education & Student Life)*****\*Exceptional Circumstances only*** |  |  |  |  |