ANNUAL MONITORING AND REVIEW

Glossary

- ALP: Approved Learning Partner
- AMR: Annual Monitoring and Review
- JCP: Joint Collaborative Partners
- KPI: Key Performance Indicators
- PAMR: Partner Annual Monitoring and Review (including ALP, JCP)
- AQ: Academic Quality
- SRR: School-Level Review Report
- UCQS: University Committee for Quality and Standards
- UCLT: University Committee for Learning and Teaching

- Assurance: "guaranteeing the quality and academic standards of educational provision"
- Enhancement: "taking deliberate steps to improve the effectiveness of the student learning experience"

AMR (School + Partner) Process

A process which:

- monitors and reviews academic standards and quality
- monitors and reviews the student learning experience
- aims to ensure sufficiency for the achievement of programme learning outcomes
- is underpinned by monitoring and review activities undertaken at various levels
- incorporates review of Academic Performance data
- enables partners to engage effectively with annual monitoring through the collaborative production of reports
- integrates "assurance" and "enhancement"
- provides a more dynamic, interactive aspect to the process, through a dissemination event

The AMR Process and Timeline

September October	• AQ delivers Annual Briefing sessions for Schools and Associate Deans
October	• AQ distributes PAMR templates for ALPs + KPI data (provided by Planning Office) • Schools commence PAMR monitoring activity • Schools to collaborate with Partners for producing PAMR reports • Boards of Studies produce JCP reports
March	• **Schools submit PAMR reports (+JCP response letters) to AQ by 30 March**
April May	• PAMR reports (+JCP response letters) reviewed by the Associate Deans and AQ staff
May June	• AQ distributes SRR templates and Schools undertake main AMR review activity (all modes, all locations) • Schools complete the SRR report, providing a School-level summary overview
June	• **Schools submit completed SRR reports to AQ by 30 June** • **Reports include outcomes of PAMR review**
July August	• SRR reports reviewed by Deputy Principal (Learning and Teaching), Head of Academic Quality, Quality Assurance Manager
August	• AQ produces an annual summary report on all AMR outcomes + University-level action plan
September	• Outcomes summarised within the Annual Institutional Report on Quality to the Annual Report to the Scottish Funding Council

October	• AQ annual summary report submitted to:
	    ○ UCQS – quality assurance focus
	    ○ UCLT – quality enhancement focus
	    ○ Senate and University Executive for information

References and Further Information

Contact: quality@hw.ac.uk

AMR Handbook, Guidelines and Templates:
https://www.hw.ac.uk/services/academic-registry/quality/qa/monitoring-review.htm

Quality Assurance Briefing Papers
This briefing paper has been produced by Academic Quality and is one of a series related to Quality Assurance procedures. The briefing papers aim to provide a concise, informative overview of key processes, and include links to relevant policies, procedures and templates.