**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/ga/monitoring-review.htm](https://www.hw.ac.uk/services/academic-registry/quality/ga/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.