

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	<ul style="list-style-type: none">• AQ delivers Annual Briefing sessions for Schools and Associate Deans
October	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Schools submit PAMR reports (+JCP response letters) to AQ by 30 March
April May	<ul style="list-style-type: none">• PAMR reports (+JCP response letters) reviewed by the Associate Deans and AQ staff
May June	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Schools submit completed SRR reports to AQ by 30 June• Reports include outcomes of PAMR review
July August	<ul style="list-style-type: none">• SRR reports reviewed by Deputy Principal (Learning and Teaching), Head of Academic Quality, Quality Assurance Manager
August	<ul style="list-style-type: none">• AQ produces an annual summary report on all AMR outcomes + University-level action plan
September	<ul style="list-style-type: none">• Outcomes summarised within the Annual Institutional Report on Quality to the Annual Report to the Scottish Funding Council
October	<ul style="list-style-type: none">• AQ annual summary report submitted to:<ul style="list-style-type: none">○ 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 the Quality and External Partnerships Team 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.