ANNUAL MONITORING AND REVIEW

The AMR Process and Timeline

- **September**
  - Q+EP delivers Annual Briefing sessions for Schools and Associate Deans

- **October**
  - Schools invited to commence monitoring activity
  - Q+EP distributes SRR templates and KPI data (provided by Planning Office)
  - Q+EP distributes PAMR templates for ALPs
  - Schools to collaborate with Partners for producing PAMR reports (ALP, JCP)

- **March**
  - Schools submit PAMR reports (+JCP response letters) to Q+EP by 30 March

- **April May**
  - PAMR reports (+JCP response letters) reviewed by the Associate Deans and Q+EP staff

- **May June**
  - 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 Q+EP 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

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- **August**
  - Q+EP produces an annual summary report on all AMR outcomes + University-level action plan

- **September**
  - Outcomes summarised within the Annual Report to the Scottish Funding Council on Institution-Led Quality Review

- **October**
  - Q+EP 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 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.