Glossary

- AMR: Annual Monitoring and Review
- SAMR: School Annual Monitoring and Review
- PAMR: Partner Annual Monitoring and Review
- QSC: Quality and Standards Committee
- LTB: Learning and Teaching Board

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

New AMR (School + Partner) Process

In July 2012, the Senate Business Committee approved a revised process for Annual Monitoring and Review, both School (SAMR) and Partner (PAMR). The key objectives of the new process are intended to:

- Integrate "assurance" and "enhancement"
- Introduce discussions with Schools to provide a more dynamic, interactive process
- Incorporate review of Academic Performance data (UG entry scores, progression, degree class, NSS, employability)
- Enable partners to engage more effectively with the process

New Templates

The tabular templates for SAMR and PAMR will:

- Be pre-populated with core data by Academic Registry
- Include progress towards intended actions, to be completed as part of next year's process - thereby closing the monitoring and review loop.

PAMR reports will be completed collaboratively by Schools and Partners, and jointly signed off, before submission to Academic Registry.

The New Process and Timeline

The new AMR (School/Partner) process and timeline:

- Academic Registry inputs School's KPI data & HWU L&T strategy objectives into SAMR template
- Academic Registry inputs core Partner information into PAMR template
- Briefing sessions for Schools and Associate Deans

- SAMR and PAMR templates issued to Schools
- Schools to collaborate with Partners in producing PAMR reports

- Schools to submit SAMR and PAMR reports to Academic Registry by 31 January
- SAMR reports reviewed by Deputy Principal (L&T) and 3 Academic Registry staff members
- PAMR reports reviewed by Associate Deans and AMR Administrator in Academic Registry

- Meeting between Deputy Principal (L&T), Head of Academic Quality, Quality Assurance Manager, Head of School and Director of Learning and Teaching/Director of Academic Quality to discuss SAMR and PAMR

- Report on SAMR and PAMR outcomes to QSC+LTB
- QSC confirms process is robust; focus on assurance
- LTB confirms progress towards L&T strategy; focus on enhancement

- Joint report from QSC and LTB on SAMR and PAMR process to the Senate and University Executive

- Progression of Univ actions (by QSC/LTB Clerks)
- Progression of School actions (through DLT/DAQ)
- Escalation by DP (L&T) to Senate or University Executive if appropriate

References and Further Information

Contact: qualityassurance@hw.ac.uk  Return of School and Partner AMR Reports by 31 January: J.Stewart@hw.ac.uk
AMR Handbook, Guidelines and Templates: http://www.hw.ac.uk/quality/annual.htm
Quality Policies and Procedures: http://www.hw.ac.uk/quality/policies.htm
Learning and Teaching Policies and Procedures: http://www.hw.ac.uk/committees/ltb/ltb-policies.htm

Quality Assurance Briefing Papers

This briefing paper has been produced by the Academic Registry 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.