



Before completing this report please refer to:

[Guidance on Completion and Submission of Annual Monitoring Reports.](#)
[Code of Practice on the Annual Monitoring Process.](#)

A College Annual Monitoring Summary (CAMS) should be completed for all provision within a College following receipt of School Annual Monitoring Summaries (SAMS) from School Quality Officers.

Colleges should compile a full CAMS from the undergraduate SAMS and use this form to compile an addendum, detailing any further information specifically relating to postgraduate provision. Please cross refer to the UG CAMS where appropriate.

Factual Data

Please describe the methods used to produce this report if different to methods used for the UG summary (eg School Annual Monitoring Summaries (SAMS), consultations with School Quality Officers (SQOs), sampling of course and programme AMRs, reference to minutes of meetings, College Learning & Teaching Plan and Learning & Teaching Strategy, correlations with internal and external student experience surveys, discussions at relevant committees etc)

Please provide any contextual factors at the time of reporting in addition to any identified in the UG summary (eg University restructuring, local factors)

Good Practice

Reflect on good practice identified through PG Annual Monitoring, including examples that might be disseminated to School, College, and wider University. This may include good practice on teaching, learning or assessment, student support, contribution of support staff
(*Bullet points will suffice; please note the name of the School and the name of the staff member who can be contacted to provide further information.*)

Reflection

Engaging and Supporting Students in their Learning

Please evaluate the effectiveness of the mechanisms used for obtaining and responding to feedback from PG students (e.g. questionnaires, Staff-Student Liaison Committees (SSLCs), Moodle quiz)

Equality and Diversity

Please comment on any Equality and Diversity issues identified in PG Annual Monitoring and how they will be/have been addressed. For example, where there is a policy or other issue that requires attentions.

Closing Loops

Please comment on progress in addressing PG specific key issues from the previous session, including whether staff and students have been informed of the responses to the issues that they raised

Proposed change	Enacted/ Ongoing	Staff & students notified (Y/N)

Please describe the strategy for communicating responses to issues raised in this year's Annual Monitoring Reports to staff and students if different to UG

Commentary on Results

Please comment on the results patterns identified in SAMS and any issues which have been noted by Subjects or External Examiners *(Please identify any deviations from the College norm which may require the attention of the College or the University)*

Engagement with Strategy

College Learning and Teaching Plan

Please comment on the progress made by Schools this session with the identified aspects of the College Learning & Teaching plan. These can be different to UG if appropriate.

(This will require discussion with colleagues)

Topic (to be inserted by College QO)

Topic (to be inserted by College QO)(optional)

Topic (to be inserted by College QO)(optional)

University Learning & Teaching Strategy

Summary of College and School initiatives, additional to those identified in the UG CAMS, and the progress made in the current academic session in relation to the topics that follow:

Assessment and Feedback

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Embedding Graduate Attribute development in our provision

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Improvement Plans**Managing the Learning Environment**

Provide a summary of the suitability of the teaching spaces and equipment used this year, including a bullet point list of unresolved issues requiring the attention of the College or the University* that are additional to those already identified in the UG CAMS. *(Please give specific details of room locations, the precise nature of the problem and the remedy that you seek)*

Issue	For the attention of: (School, College, University)

*please note: any issues which can be dealt with immediately should be reported to Estates and Buildings, IT Services or College (as appropriate)

Key themes identified in Annual Monitoring

Please highlight any additional the PG specific key themes for opportunities for development identified through Annual Monitoring, who identified the issues and any correlations with the findings of internal and external feedback mechanisms. *(Please identify the School(s) in brackets)*

Key Themes	Identified by: (Staff, Students, External Examiners)	Correlation with the findings of other internal or external feedback mechanisms? (e.g. NSS, ISB, FYSLES)

External

QAA Enhancement Themes

Please provide any additional comment, specifically related to PG provision, on the prevalence of Schools' engagement with the enhancement themes and proposals for promoting wider engagement where relevant *(This will require discussion with SQOs)*

Collaborative Activity (where applicable)

Please provide any additional comment, specifically related to PG provision, ~~comment~~ on any additional arrangements that Schools may have put in place to monitor and support the learning experience of students on established UK or international collaborative programmes such as joint/double (dual) award arrangements or those involving students who have articulated onto a programme or course offered by the College from a partner institution. *(This may require discussion with SQOs)*

Reviews by Professional, Statutory and Regulatory Bodies (where applicable)

Please list the PG Subjects that have undergone professional accreditation/reaccreditation this year, including aspects of good practice and any areas of concern identified in accreditation reports submitted to the College Learning and Teaching Committee and how they will be/have been disseminated/addressed. *(This may require discussion with SQOs)*

QA/QE Processes

Annual Monitoring

Please ~~reflect on the quality of engagement with the Annual Monitoring process by Schools and proposed action, where relevant, to address any concerns~~ provide any additional comments, specific to PG monitoring regarding the Annual Monitoring process.

~~Please comment on the SQOs' evaluation of the quality of colleagues' engagement with reflection on good practice~~

~~Observations on the effectiveness of the University's Annual Monitoring process and how it might be improved (including process, structure and content of AMRs, role of SQOs) (please refer to staff comments in AMRs and SAMS)~~

Periodic Subject Review (where applicable)

Please evaluate the effectiveness of arrangements for consulting with PG students during the preparation of Self Evaluation Reports (SERs) for Subjects undergoing Periodic Subject Review (formerly known as DPTLA) (*This will require discussion with SQOs*)

Quality Officers Forum

~~Please comment on the effectiveness of the University's Quality Officers Forum.~~

Thank you very much for providing this information