**Annual Programme Monitoring – overview report from the SGUL monitoring committee**

**(for use in Academic Year 2024-2025)**

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| **Academic Session:** | **2023-24** |
| **Monitoring Committee:** |  |
| **Report completed by:** |  |
| **Part 1: INFORMATION UPDATE**  |
| **Submission of forms**  |
| Has each programme (including programmes delivered by collaborative partners) submitted an annual programme monitoring report?  | Yes/No (delete as appropriate) |
| Has each programme submitted the Data Annex template? |  |
| If a report or Data Annex has not been received, briefly summarise steps to be taken to ensure that it will be submitted. |
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| Please confirm that all programme reports were approved (with or without any requests for amendments or clarifications). (See attached checklist – annex 1) | Yes/No (delete as appropriate) |
| If a report was unsatisfactory, briefly summarise steps to be taken to ensure that the report is amended and resubmitted? |
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| **Quality Concerns**  |
| In its consideration of the annual programme monitoring reports, did the Committee identify any significant concerns about the quality and standards of any programme that QAEC or Senate should be aware of?  | Yes/No (delete as appropriate) |
| If significant concerns about quality and standards of a programme were identified, outline the basis for the concerns and summarise steps to be taken to address them.  |
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| **Part 2: THEMES, ISSUES AND ENHANCEMENT PLANS** |
| Based on its review of annual monitoring reports, please summarise the Committee’s enhancement plans for the current year?  |
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| Please summarise the issues identified by programme teams for escalation to QAEC.  |
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| Please highlight common themes and cross cutting issues recurring in programme level action plans. |
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| Please provide a brief commentary on issues related to the student experience that have been appeared in annual programme monitoring reports. |
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| For UPC only, please comment on any changes in the proportions of good honours degrees awarded.  |
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| Based on its consideration of the annual monitoring reports, please summarise any additional issues for escalation to QAEC? |
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| **Good practice**  |
| Please identify areas of good practice identified in individual annual monitoring reports, including their origin, which can be usefully shared with other monitoring committees and programmes? |
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| **Part 3: PROCESS REVIEW** |
| On the basis of the implementation of the annual programme monitoring procedures in the current year, are there any improvements to any aspect of the procedure that you would like to propose? |
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| Are there any amendments to the annual programme monitoring report form that you would like to propose?  |
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**Annex 1**

In reviewing an annual programme monitoring report, the monitoring committee is inter alia considering:

1. Whether significant trends or outliers have been identified by the programme team
2. How the team has explained any variations in the data in the APMR
3. Whether the explanation for any variation has resulted in the inclusion of action in the APMR Action Plan
4. The adequacy of the response to issues raised by students
5. The views of external examiners and the response to external examiner reports
6. The response to any issues identified in relation to placements
7. Progress against any actions arising from periodic review
8. The adequacy of the programme level action plan as a vehicle for achieving improvements to the programme.

**Annex 2**

**Please provide a list of all the programmes contributing to this summary**