Imperial College London

Postgraduate Taught Annual Monitoring Guidance 2023-34 (reporting on 2022-23)

1. Introduction

Annual Monitoring is overseen by the Quality Assurance and Enhancement Committee and forms a key part of the quality assurance framework. The process is designed to ensure that it is proportionate and robust and aligns with the expectations for quality and standards set out in the revised UK Quality Code for Higher Education published by the Quality Assurance Agency (QAA).

Departments are reminded of the following points:

- Draft departmental annual monitoring reports (AMRs) must be discussed with student representatives and updated, if required, to reflect this dialogue, before submission to the Quality Assurance and Enhancement (QA&E) Team and Faculty Education Committees (FECs)
- Following approval at Faculty Education Committees, departments are reminded to make their AMRs accessible to students within the Department via an appropriate platform such as Blackboard
- Departments are reminded to review the progress of actions arising from annual monitoring throughout the year via Department Teaching Committees
- A College level action plan will be coordinated by the QA&E Team to allow Departments to see the actions that are being taken at College level to address issues raised through annual monitoring

2. Annual monitoring schedule

Whilst it is recognised that evaluating the performance of programmes and thus safeguarding academic standards and quality of provision is a continuous activity that takes place within programme teams, Departments and Faculties throughout the year, this schedule sets out key actions throughout the annual monitoring cycle for undergraduate provision.

February

The QA&E Team circulate annual monitoring report (AMR) templates, guidance and data to Directors of Postgraduate Studies (or equivalent). Data relating to student destinations is available via the Differential Outcomes dashboards in Power BI under the 'Graduate Outcomes – GOS' tab

February to April

Directors of Postgraduate Study (or nominees) complete the AMR for their Department in consultation with their programme teams. The draft report is then discussed with student Departmental representatives and updated, if required, to reflect this dialogue. Completed reports are then submitted to the QA&E Team and the faculty, ideally three weeks prior to their respective FECs.

April to May

FECs consider the reports, confirming that Departmental action plans are appropriate, and respond to any Faculty level actions referred to them by their Departments. FECs should consider whether the issues being referred would be best resolved or raised through the annual monitoring process or via other mechanisms; for example, issues around estates and technology should be triaged and where considered applicable, directed through other mechanisms for more immediate resolution with relevant service providers. FECs may wish to consider drawing on the action plans developed in response to the Student Experience Survey to see whether there are similar issues already being acted on.

Departments should make their AMRs accessible to students within the Department via an appropriate mechanism such as Blackboard.

May – July

Chairs of FECs (or nominees) complete Faculty AMRs and submit these to the QA&E Team for consideration by the Quality Assurance and Enhancement Committee (QAEC). Faculty AMRs require each Faculty to identify themes, good practice and actions required at Faculty and College level in order to safeguard the academic standards and quality of provision. Faculties are also required to confirm that they have:

- received and discussed an AMR for each of their Departments;
- approved each Departmental action plan;
- assured themselves that each Department is committed to ensuring continuous improvement of the student academic experience and student outcomes;
- received evidence that the standards of awards for their Departments have been appropriately set and maintained.

September

QAEC considers the Faculty Level AMRs. QAEC agrees recommendations and identifies any cross-College trends or themes which need further consideration and refers relevant issues to the appropriate bodies. QAEC also highlights instances of good practice for further dissemination. A College summary report is produced annually by the QA&E Team which is approved by QAEC and reported to Senate. Following Senate, the College summary report is distributed to Faculties and any actions being taken at College level are communicated.

3. Annual Monitoring Data

3.1 External Examiner reports

Following the College's move to the online completion of External Examiner reports, Departments will now receive *collated* responses (Excel) to assist thematic analysis.

3.2 Achievement and progression data

Each workbook provides a summary and a breakdown of the data by the following characteristics:

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- Fee status
- Ethnicity
- Gender
- Disability Status

This data has been produced from Banner. It should be noted that progression codes in OSS and progression codes in Banner may be different and so OSS codes have been mapped to Banner codes if there is no directly corresponding code.

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Annual Monitoring

QA&E Team

- Prepare and send templates and Registry-held data to Departments
- Check departmental annual monitoring reports and send to FECs
- Check faculty annual monitoring reports and send to QAEC
- Draft College Level Summary and send to QAEC
- Distribute college summary to departments

Directors of UG / PG Study

- Complete departmental annual monitoring reports, engage Student Departmental Representatives in consultation, and return with relevant appendices to QA&E Team
- Revise annual monitoring reports and submit further evidence if required
- Address outstanding actions during next academic year

Faculty Education Committees

- Receive departmental annual monitoring reports
- Approve departmental annual monitoring reports — **No** / **Yes**
- Chairs of FECs (or nominees) complete faculty annual monitoring report and submit to QA&E Team

College Committees

- QAEC receives faculty annual monitoring reports
- QAEC approves faculty annual monitoring reports and college summary — **No** / **Yes**
- Senate notes college summary

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