

**Annual Monitoring Report (AMR)**

**To cover reporting period:\_\_\_\_\_\_\_\_\_\_\_\_**

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| There are two parts in this report. The first part deals with the Internal and External Environment. The second part asks for an appraisal of the relationship with DMU. Other aspects of quality monitoring are covered by the Programme Appraisal and Enhancement (PAE) report. The AMR is reflective and will be requested once per academic session. The PAE is a live document and all partners are required to submit updated versions throughout the academic session. Details of submission dates will be discussed and agreed with the Link Tutor (for faculty owned programmes) or Educational Partnerships (for Validation Service provision) and communicated to the Quality Officer (Partnerships) in DAQ. All AMRs and PAEs should be submitted to the Quality Officer (Partnerships), copying in the Link Tutor and EP/ GPU Account Manager. Partners should liaise with the Link Tutor and/ or RP/ GPU Account Manager in order to submit a full report, although the author must be the partner organisation. For guidance please see Section 2 in the [Guide to Managing Collaborative Provision](http://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/collaborative-provision/collaborative-provision-guide.pdf).\* NB: For programmes that have closed or are due to close, the AMR should still be completed. |

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| **Programme(s) covered by the report:** *Insert the full programme title or tiles if delivery is for more than one DMU programme, award and mode(s) of study available* | **Programme title(s):**  |
| **Award:**  |
| **Mode(s) of study:**  |
| **Programme status: e.g. active / due to suspend or close / recently closed:**  |
| **Name of the Partner Institution responsible for the management of the programme:** |  |
| **Student Recruitment:***Insert validated numbers as agreed at approval event or if there have been changes agreed since then* | **Validated Minimum numbers:** |  |
| **Validated Maximum numbers:** |  |
| **Actual recruitment per cohort and *per location*:***If more than one cohort per academic session (e.g. Sep, March, June) and more than one location (e.g. Singapore and Sri Lanka; Surrey and Gateshead)* |  |
| **Partnership Link:** *Insert the name and job title of the author of the report and the names of programme link(s)* | **Report author:****Programme link tutor:****Programme link: External Subject Adviser** (Validation Service only):*Please confirm that the programme link has been consulted in completing the AMR* **Yes ❑**  |
| **External Examiner(s):***Insert the name of the External Examiner (s) for the programme(s)* |  |
| **Evidence:***Please list the evidence drawn upon to produce the report (e.g. student feedback, correspondence regarding student recruitment numbers etc.)* |  |
| **Has all action identified in the previous report (AMR, PEP or PAE) been completed?** *If No, please give an explanation of why not, and carry forward any outstanding actions to the summary action plan in section 6.* | **Yes** **No**  | **❑** **❑**  | Explanation ofoutstanding actions:  |

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| **PART 1: INTERNAL AND EXTERNAL ENVIRONMENT**  |
| All partners are also required to complete a Programme Appraisal and Enhancement (PAE). Please see Section 2 in the [Guide to Managing Collaborative Provision](http://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/collaborative-provision/collaborative-provision-guide.pdf) and further information on the Programme Appraisal and Enhancement (PAE) ([guidance notes](http://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/monitoring/pae-guidance-notes.pdf) and [PAE template](http://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/monitoring/pae-template.docx)). |

***1a) Teaching staff academic development and sharing good practice***

Please detail what staff development took place (if any) to share this good practice. NB: dissemination of good practice can be undertaken via formal presentations, but also via other channels of communication e.g. committees, management boards, email circulars.

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| **Example of good practice**  | **Lead**  | **Staff development activity undertaken to disseminate the good practice**  | **Brief description of attendees (target roles and no. of attendees)** |
| **Description** | **Date(s)** |
| ***E.g. attended seminar on bad academic practice and methods to deal with offences*** | ***Programme Leader*** | ***Presentation overview at PMB*** | ***01/04/17*** | ***Other Programme Leaders, student Support staff; student representatives*** |
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| Add more rows if needed |  |  |  |  |

Please outline any other academic staff development completed to date. Please make it clear which staff and where there are multiple DMU programmes, which programmes this information relates to.

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| **Teaching Staff** | **DMU programme** | **Staff development completed (if ongoing, indicate date of completion)** | **Forthcoming staff development commitments** |
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***1b) Student representation***

Please confirm below the opportunities where student representatives are invited to provide feedback on behalf of the student cohort.

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|  | **Frequency of meetings** | **Student representatives invited?** | **No. of reps invited**  | **Attendance rate** (out of the total number of meetings how often have student representatives been present?). | **Does the programme team adopt the DMU Staff Student Consultative Committee (SSCC)** [**operational guidance**](http://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/managing-academic-quality/sscc-operational-guidance.docx) **and** [**issues log**](http://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/managing-academic-quality/sscc-issues-log.docx)**?**  |
| **Yes** | **No** | **Yes** | **No** |
| **Staff Student Consultative Committees**  |  |  |  |  |  |  |  |
| **Programme Management Board(s)**  |  |  |  |  |  |  |
| Other committees – please name |  |  |  |  |  |  |
| Other committees – please name |  |  |  |  |  |  |
| Add more rows if needed |  |  |  |  |  |  |

Please provide a summary of the effectiveness of student engagement at committees/boards over the reporting period. Consider whether attendance is good/poor and whether student representatives feel well equipped to contribute to discussions (e.g. could there be any support or training provided for them?). Are issues addressed effectively? Is positive feedback shared to encourage good practice amongst multiple programmes, where applicable?

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***1c) Work-based / related and / or placement learning***

Please provide an analysis of any issues - positive or negative - that have arisen from your ongoing monitoring of the quality of this provision. This section is applicable to programmes which involve a proportion of learning which is undertaken either in the workplace or related to the work place e.g. live projects.

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***1d) Relationship with alumni***

Please describe your relationship with alumni, your relationship with the DMU Alumni team, discussions about enhancing the relationship with alumni and/ or ideas for developing the relationship further. This section applies to mature partnerships that are likely to have alumni.

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***1e) Feedback on student support services***

Please provide a summary of any issues or comments raised by students about the quality of support services e.g. library, admissions, study support, personal tutoring support and any recommendations for action***.***

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***1f) Market analysis***

Please provide a brief overview of any recent/likely future changes to the market within which the programme operates, referring, for example, to the areas listed below.

Target numbers and recruitment (per programme and per location, *where applicable*)

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Entry profile – UK, EU, international, p/t, f/t

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Entry qualifications

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Applications per place

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***1g) Note on resources***

Please indicate any changes to the learning and physical resources over the reporting period relating to the delivery of DMU programmes. Please also indicate where and when these have already been reported (e.g. Link Tutor visit; PMB meeting etc.). Confirmation or notification of changes to human resources is commented on in the Programme Compositions request document.

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***1h) Equality & Diversity – see also “References” on the last page***

Please provide a brief commentary on the cohort profile for the programme(s) under review, and on any themes that have emerged (if any) in respect of the performance of students with protected characteristics, such as gender, race and disability.

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| **PART 2: EVALUATION OF PARTNERSHIP AND COMPLIANCE WITH PROCESS**  |

***2a) Evaluation of the overall partnership***

Include a brief overview of the highlights, challenges and achievements of the partnership over the reporting period; a reflection of how the provision fits, or continues to fit, with your overall HE strategy; a commentary of how your institution complies with DMU’s QA operational management and identify future planned developments with DMU.

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***2b) Public information – see also “References” on the last page***

Please provide links to publicity materials mentioning DMU programmes, for example your prospectus, website and/ or other relevant publicity material.

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All public information must be accurate and not misleading. All marketing/promotional material must be approved by DMU marketing teams. Please confirm what mechanisms are in place to continually check the accuracy of public information to ensure it does not get obsolete. Please also comment on the approval process for your promotional/marketing material.

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***2c) Note on partnership liaison, organisation and management***

Comments here should reflect on the working relationship with DMU over the reporting period, including administration, support, advice and guidance, admissions, registration and communication of changes from DMU; relationship with the Link Tutor, the ESA (Validation Service only) the EP/ GPU Account Manager; staff development/training opportunities and access to information. Please include areas and suggestions for improvement and examples of good practice.

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***2d) List of all visits by DMU to partner institution and vice versa*** (for example, meetings with the programme team, the link tutor, the EP/ GPU Account Manager, the partner HE lead, other representatives from EP/ GPU, professional services colleagues, (for Validation Service, please also reference meetings with the ESA).

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| **Visits to DMU from the partner** | **Visits from DMU to the partner** |
| **Meeting date** | Brief purpose of the meeting/who was present? | **Meeting date** | Brief purpose of the meeting/who was present? |
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*Add more rows if needed*

**References to consider when completing the AMR:**

* **Public information: Online training on Protecting Students' Consumer Rights, available on DMU Blackboard (look in “My Communities”)**
* [**Equality and Diversity**](http://www.dmu.ac.uk/about-dmu/professional-services/equality-and-diversity/equality-and-diversity.aspx) **at DMU, including DMUfreedom (**[**http://www.dmu.ac.uk/about-dmu/professional-services/equality-and-diversity/equality-and-diversity.aspx**](http://www.dmu.ac.uk/about-dmu/professional-services/equality-and-diversity/equality-and-diversity.aspx)**)**
* [**Personal Tutor scheme**](Personal%20tutor%20scheme) **at DMU**
* **Staff Student Consultative Committee (SSCC) at DMU –** [**operational guidance**](http://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/managing-academic-quality/sscc-operational-guidance.docx) **and** [**issues log**](http://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/managing-academic-quality/sscc-issues-log.docx)
* [**DMU Alumni**](http://www.dmu.ac.uk/alumni/home.aspx)

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| **Submit completed AMR to DMU as follows:*** To: Quality Officer (Partnerships) in the Department of Academic Quality (DAQ).
* Cc: Faculty Link Tutor, (or for Validation Service the ESA) and the EP/ GPU Account Manager.
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