



Brunel
University
London

Annual Monitoring of Postgraduate Research Degrees: Procedure

Documentation Management

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1.2	Amendments to wording to clarify process, inclusion of table overview.	Head of Quality Assurance	25/09/2017	University Education Committee
1.3	Document Management Table updated	Head of Quality Assurance	July 2018	N/A
2	Revised process for AM of 2018/19 year	Quality Assurance	April 2019	University Education Committee
2.1	Revised process for annual monitoring of 2020-21 academic year.	Head of Quality Assurance	September 2021	University Education Committee
2.2	Minor amendments to reporting process	Head of Quality Assurance	September 2022	University Education Committee

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1 Introduction

- 1.1 Monitoring underpins the Expectations for Quality and Expectations for Standards ([UK Quality Code for Higher Education](#)), which are mandatory requirements for all UK providers and will be assessed as part of the OfS regulatory framework.
- 1.2 The importance of regular monitoring is clear – it allows the University to assure itself of the continued quality of its provision. Additionally, it benefits the institution in the identification of and sharing good practice.
- 1.3 Colleges are responsible for annual monitoring of their postgraduate research degree provision and they will make use of qualitative and quantitative data in order to identify any concerns and propose responsive actions.

2 The Annual Monitoring Process Overview

- 2.1 The University's annual monitoring process for PGR provision has 3 distinct stages

Stage	Output	Timing	
1	PGR Directors Meeting (including consideration of any related Academic Lead Annual Partnership Reports)	Minutes and actions	October
2	College Review	CEC minutes and actions	January
3	Senate Reporting	Senate Minutes and Actions	February

3 The Annual Monitoring Process

Stage 1: College PGR Directors Meeting

- 3.1 PGR Directors should discuss PGR provision in the context of locally held data and feedback, and annual monitoring data provided by the University. Any issues requiring action should be discussed in depth and recorded in the minutes of the meeting.
- 3.2 Where applicable, an updated response to Periodic Programme Review recommendations and/or actions arising from quality audits of collaborative provision will be considered and any progress recorded.

- 3.3 The identification and dissemination of good practice is an important outcome of the annual monitoring process, and this meeting will be an opportunity to discuss good practice and record how it will be disseminated, with formal actions set as appropriate.
- 3.4 The PGR Directors meeting should consider any Academic Lead Annual Partnership Reports (template available [here](#)) which relate to the Department, and any issues requiring action should be discussed in depth and an improvement plan agreed.

Output from Stage 1: Minutes and Actions from PGR Directors' meeting

Stage 2: College-level Monitoring

- 3.5 It is essential that Colleges have a mechanism for considering the annual monitoring process and ensuring that appropriate actions are taken both in regards to routine improvements and enhancement. A College overview of the process also allows identification of issues that are common to several Departments, and those that may need to be brought to the attention of the University.
- 3.6 The College Education Committee will consider at its January meeting minutes and actions from PGR Directors meetings and take a view of how priorities will be supported by the College. Where appropriate, matters can be identified which need to be drawn to the attention of Senate if a University response/action is required.

Output of Stage 2: College Education Committee Minutes and Actions

Stage 3: University Reporting

- 3.7 The Chairs of the College Education Committees will report to Senate in February on the outcome of annual monitoring, and any priorities which should be addressed at University level.

Output of Stage 3: Senate Minutes and Actions