Annex E

Annual Divisional PGR Course Monitoring Report Template

* *Delete all text shown in italics before submitting the report.*
* *Insert text in the sections provided.*
* *See Annex E of the Code of Practice for Quality Assurance of Research Courses before completing this template*
* *Submit one report for the Division, with breakdowns by School as required.*

**Division:**

**Completed by:**

**Date:**

**Approved by Divisional Director of Graduate Studies and PG Student Experience:**

**Date:**

# Please provide:

1. **Number of research students in the Division covered by the report (broken down into relevant year groups for each School).**

*(Expand the table as necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Year 1** | **Year 2** | **Year 3** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Summary of review statistics for the academic year under review:

*(One table per School – insert additional tables as necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| **School:** | | | |
| **Review** | **Number of reviews due** | **Number of reviews completed** | **Number of reviews which did not take place** |
| Induction reviews |  |  |  |
| Probation reviews |  |  |  |
| End of year reviews |  |  |  |
| Submission reviews |  |  |  |
| Continuation year reviews |  |  |  |
| **Totals** |  |  |  |

1. **A summary report on the induction, probation, end of year, submission and continuation year reviews that have taken place during the last academic year for each School.**
2. **In cases where reviews were due but did not take place, please provide a clear explanation for this along with any action taken by the School/Division in response.**
3. **Probation and end of year review outcomes, as per the previous table.**

*(One table per School – insert additional tables as necessary)*

|  |  |  |
| --- | --- | --- |
| **School:** | | |
| **Outcomes** | **Probation reviews (*number of reviews with this outcome*)** | **End of year reviews (*number of reviews with this outcome*)** |
| Exemplary Progress |  |  |
| Satisfactory Progress |  |  |
| Mid-year review scheduled |  |  |
| Transferred to another course |  |  |
| Withdrawal |  |  |
| **Totals** |  |  |

1. **A commentary on these outcomes, including any action taken by the School/Division to address areas of concern.**
2. **Submission review outcomes in the academic year under review:**

*(One table per School – insert additional tables as necessary)*

|  |  |
| --- | --- |
| **School:** | |
| **Outcomes** | **Number with this outcome** |
| Submit minimum period of registration |  |
| Proceed to continuation category of registration |  |
| Period of supervised research and training extended |  |
| Course transfer |  |
| Withdrawal |  |
| **Total** |  |

1. **A commentary on the submission review outcomes across the Division.**
2. **PGR examinations that took place in the academic year under review.**

*(One table per School – insert additional tables as necessary)*

|  |  |
| --- | --- |
| **School:** | |
| **Outcomes** | **Number with this outcome** |
| Degree award |  |
| Minor corrections |  |
| Revisions – 6 months |  |
| Referral – 12 months |  |
| Further examination |  |
| Resubmit MSc/MA |  |
| Resubmit PG Diploma |  |
| Resubmit MPhil |  |
| No award |  |
| **Total** |  |

1. **A commentary on the examination outcomes across the Division.**
2. **A summary report on each School’s consideration of student feedback[[1]](#footnote-1) with an indication of actions already taken and planned as a result of this feedback.**
3. **A summary report on consideration of feedback obtained from External Examiners with an indication of actions already taken and planned as a result of this feedback.**
4. **A summary report on the standard of learning resources for postgraduate researchers across the Division.**
5. **A summary report on the quality of the research environment available to postgraduate researchers across the Division.**
6. **A summary report on the adequacy of research skills training for postgraduate research students across the Division.**
7. **A commentary on any developments or enhancements made to courses over the last academic year.**
8. **A commentary on the availability and appropriateness of staff training opportunities, including (where appropriate) the identification of areas of shortfall in the University’s provision in this area.**
9. **Any matters raised with respect to accessibility to the curriculum (care should be taken not to identify individual students).**
10. **Any proposed changes to courses and any implications for resources and staff development in respect of such changes.**
11. **Following consideration of this report by the Divisional Graduate Studies and PG Student Experience Committee, any recommendations for consideration by the Graduate and Researcher College Board.**
12. **A commentary on applications and admissions to PGR courses within the Division, including whether or not this indicates that the courses are able to recruit satisfactorily.**

1. Obtained via annual reports, progression reviews, postgraduate student representatives, Student Voice Forums and the postgraduate research student survey. [↑](#footnote-ref-1)