Annex E: School Annual 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*

*This report should normally be no more than four pages in length.*

*N.B. Where the text states ‘School’ this should be understood to refer to ‘School’ or ’Department’ at the sub-divisional level, as appropriate.*

**School**:

**Division:**

**Completed by:**

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

# Please provide:

1. **Number of research students covered by the report (with a breakdown into year groups).**
2. **A report on the induction, probation, end of year, submission and continuation year reviews that have taken place during the last academic year. This should include statistics and a commentary on completion rates within the school (*please complete the template Appendix A for PGR progression monitoring statistics*).**
3. **A commentary on the School’s consideration of student feedback (obtained via annual reports, progression reviews, postgraduate student representatives, Student Voice Forums and the postgraduate research student survey) and an indication of actions already taken and planned as a result of this feedback.**
4. **Information about the standard of learning resources for postgraduate researchers.**
5. **A commentary on the quality of the research environment available to postgraduate researchers within the School.**
6. **A report on the adequacy of research skills training for postgraduate research students within the School.**
7. **A report on the School’s consideration of feedback obtained from External Examiners.**
8. **A commentary on any developments or enhancements made to the course over the last academic year.**
9. **Comments from supervisory staff on the availability and appropriateness of staff training opportunities, including (where appropriate) the identification of possible areas of shortfall in the University’s provision in this area.**
10. **Statistical data on applications and admissions to the course(s) with a commentary on whether or not this indicates that the course(s) are able to recruit satisfactorily.**
11. **Any matters raised with respect to accessibility to the curriculum (care should be taken not to identify individual students).**
12. **Any proposed changes to the course(s) and any implications for resources and staff development in respect of such changes.**

*Note: Appendix A (template for PGR progression monitoring statistics) must be completed and included with this report.*