Annex E: Annual Monitoring

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Note: Where the text states ‘School’ this should be understood to refer to ‘School’ or ’Department’ at the sub-divisional level, as appropriate. While the Division may delegate to the School some of the responsibilities and actions it holds under this Annex, it remains accountable for the operation of these procedures.

# Responsibility for Annual Monitoring

Divisional Graduate Studies and PG Student Experience Committees (DGSSEC) are responsible for (i) the annual monitoring of courses and determining actions to be taken as a consequence and (ii) for reporting on the annual monitoring of research courses to the Graduate and Researcher College Board (GRCB). This section of the Code of Practice sets out detailed requirements in relation to such annual monitoring.

# 2. Annual Monitoring Reports

2.1 The Divisional Graduate Studies and PG Student Experience Committee should consider, normally at its first meeting of the academic year, a postgraduate research course monitoring report on the research courses of study in that Division. Should the report be considered to be unsatisfactory it should be referred back for revision. The report should normally be prepared by the Divisional Director of Graduate Studies and PG Student Experience and cover all the areas as set out in the Annual Divisional PGR Course Monitoring Report.

Following consideration of the report by the DGSSEC, the following should be added to the report, normally by the DGSSEC secretary:

* + Any recommendations for consideration by the Graduate and Researcher College Board.

2.2 The Divisional Director of Graduate Studies and PG Student Experience should ensure that, if available, both recommendations for improvement and positive feedback on aspects of good practice (received from either students or External Examiners) are highlighted in the reports.

# 3. Graduate and Researcher College Board

Following approval of the report by the DGSSEC, the report should be submitted to the Graduate and Researcher College Board for consideration.