

## **Summary of changes to the Procedure for the Annual Monitoring of Postgraduate Research Degrees – February 2011**

The annual monitoring guidelines were originally written in 2006. In 2011 they were reviewed with the aim of making the process more streamlined and action focussed. The new version of the guidelines is a total rewrite from the original document and it is not possible to provide a section by section account of all the changes that have been made as the two documents are too different. The following is a summary of the main changes to the process.

1. A new template of headings was provided for completing the annual monitoring exercise
2. A series of University generated Discoverer data reports was developed
3. The AVP for Graduate Education and/or a member of the Graduate Education Team attended the Faculty annual monitoring meetings to enable a discussion of key issues which could be fed into University strategy and policy priorities and promote communication and dialogue between School, Faculty and University staff involved in Graduate Education.
4. There was more focus on actions and good practice in the process and evidence based written outputs
5. Written outputs were minimised and presented as minutes of the Faculty meeting and/or a short action based report using the headings provided
6. A report was required to be submitted for all CDT programmes and the MDC Manager produced an overview report.
7. The University summary report template was revised with a stronger focus on good practice and further details and contacts for each good practice area was provided.