Summary report to the Graduate Education Group (GEG) on the outcomes of annual monitoring for the 2006/7 academic session

As part of the annual monitoring exercise, a short annual report from each faculty will be presented to GEG each year. This paper sets out the key requirements for the report.

1. Progress on action from the previous year

Each summary report should include a brief update on actions identified in the previous year's report. If any actions have not been addressed and they are still valid they should be brought forward to the 2006/7 action plan.

2. Overview and evaluation of the annual monitoring process

This section should provide a brief summary and evaluation of how the process was organised in the faculty, highlighting any areas that worked well and also any particular challenges or problem areas.

This section should be used to identify any aspects of the annual monitoring process that may need amending or revisiting in light of experience.

Suggested areas to include:

- links with the Operational Performance Review cycle and assessment of impact, e.g. reduction or increase in work
- issues with gathering data and other evidence to inform the process;
- how effectively the faculty has been able to gather/access feedback from other stakeholders e.g. supervisors, external examiners and whether this has informed practice or lead to improvements/issues
- how useful the process has been in identifying good practice and highlighting and addressing problems;

- how the process was managed and discussed within the PGR committee process;
- specific suggestions for improvements/changes to the process and identification of areas that have worked well.

3. Outcomes of the process

This section should provide a brief summary of the broad outcomes from the annual monitoring process across the faculty, highlighting any particular areas of good practice and issues for concern. It is important that this process identifies particular issues for GEG consideration. This will provide GEG with a useful overview of strengths and challenges across PGR and can be used to inform future projects and priorities at University level.

An indication within the summary of action to be taken at School/Faculty level to address major issues would be desirable, along with ways of sharing good practice.

Each faculty should attach progression and completion statistics to the report, along with a short narrative on the data.

4. Timescale and length of report

An electronic copy of the report should be submitted to Claire Atherton by Friday 29th February 2008

The report should be a maximum of four sides of A4, excluding appendices. An appendix to the report should include a summary of progression and completion data gathered as part of the process.

The Head of Graduate Education and the Associate Vice President for Graduate Education will consider all reports in details and then produce a short summary report which will be considered by the Graduate Education Group and the University's Research and Graduate Education Group. The Faculty reports will be provided as appendices to the University's summary report.

The Associate Vice President for Graduate Education will report any relevant issues to Senate in June.