ii.   : Directors of Postgraduate Studies (or nominees) complete the AMR for their department in consultation with their programme teams. The draft report is then discussed with student departmental representatives and updated, if required, to reflect this dialogue. Completed reports are then submitted to the QA&E Team and the faculty, as per the papers' deadline for their respective FECs.

iii.   : FECs consider the reports, confirming that departmental action plans are appropriate, and respond to any faculty level actions referred to them by their departments. FECs should consider whether the issues being referred would be best resolved or raised through the annual monitoring process or via other mechanisms; for example, issues around estates and technology should be triaged and where considered applicable, directed through other mechanisms for more immediate resolution with relevant service providers. FECs may wish to consider drawing on the action plans developed in response to the Student Experience Survey to see whether there are similar issues already being acted on.

iv. Chairs of FECs (or nominees) then complete Faculty AMRs and submit these to the QA&E Team for consideration by the Quality Assurance and Enhancement Committee (QAEC). Faculty AMRs require each faculty to identify themes, good practice and actions required at faculty and university level in order to safeguard the academic standards and quality of provision. Faculties are also required to confirm that they have:

> received and discussed an AMR for each of their departments;
>
> approved each departmental action plan;
>
> assured themselves that each department is committed to ensuring continuous improvement of the student academic experience and student outcomes;
>
> received evidence that the standards of awards for their departments have been appropriately set and maintained.

7. Departments will receive an Excel workbook which provides achievement and progression data extracted from Banner. This will provide summary data and breakdowns of data by the following characteristics:

> Disability
>
> Fee status
>
> Sex
>
> Ethnicity

8. The university participates in PTES on a biennial basis. It would be expected that departments will consider the results of the most recent PTES when completing their AMR.   NSS dashboard is available through Power BI. The data available has expanded to include the results split by a number of student characteristics. Those involved with annual monitoring can access the following data via this dashboard (linked here):

> Results for each department at Question Category level
>
> Comparisons with the sector, Russell Group, London institutions or any selected HEI
>
> Quartile performance for the chosen department
>
> Departmental results split by student domicile, gender and ethnicity (the ethnicity split only includes Home-domiciled students)
>
> College results split by student domicile, gender, ethnicity, disability status, POLAR4 quintile, TUNDRA quintile and Index of Multiple Deprivation

9. Access to both the PTES and the Differential Outcomes dashboards will be granted to Heads of Department and Directors of Postgraduate Studies, alongside others where this has been requested by the Faculty or the Education Office. If you do not have access, you can request this directly through Power BI or by emailing education.evaluation@imperial.ac.uk

		UG Annual monitoring guidance 2024/2025
	1	N/A
		R:\7.Quality Assurance\3. Policy framework\06. Annual monitoring and review\Procedure for the review of UG programmes
		Senate 2013 (approval of revised process)
		n/a