

Procedure for the Annual Monitoring of Research Degrees 2018 - 2019

The Annual Monitoring of Research Degrees provides Schools with the opportunity to reflect on and evaluate the effectiveness of their research degree provision. It allows Schools to consider ways to enhance their research degree offering and provides an effective mechanism for identifying areas of both opportunity and potential risk.

The Annual Monitoring process enables the University to:

- ensure its research degree programmes are in good health;
- ensure its research degree programmes are achieving appropriate standards when measured against national and international criteria;
- ensure students are progressing as planned;
- ensure the enhancement of quality is being pursued and achieved;
- engage in critical discourse about this provision within an open and supportive process;
- record positive aspects to establish good practice;
- identify aspects for improvement;
- establish achievable and manageable Action Plans to enhance the quality of the research degree provision.

2. Annual Monitoring - Why do it?

- Annual monitoring facilitates the enhancement of the University's research degree programmes and provides the opportunity to reflect on the student experience, highlighting any areas of good practice and also those requiring enhancement.
- It allows the University to regularly review and improve the quality of its research degree provision.

3. Who is responsible for Annual Monitoring?

- Schools are responsible for undertaking annual monitoring for their research degree provision.
- When compiling the School Annual Monitoring report, report authors must take into consideration Early and Late Stage Review and Progress Review records (and for Professional Doctorate courses, module monitoring plans).
- The Head of the Graduate School is responsible for considering the School Monitoring Report forms and presenting a summary report on the annual monitoring process, including a University-level action plan, to the Research and Innovation Committee, Quality Committee and Academic Board.

4. How is Annual Monitoring carried out?

- 4.1 Over the preceding 12-month period, all MPhil/PhD students will have completed a Progress Review report and may also have completed either an Early or Late Stage Review.
- MPhil/PhD Students who began their course of study during or after the academic year 2015/2016 will have completed a Progress Review Report and / or an Early Stage or Late Stage Review Report.

- MPhil/PhD Students who began their course of study prior to the academic year 2015/2016 will have completed a Progress Review Report.

Professional Doctorate students, on the research stage of their course, will have completed a Progress review Report.

- 4.2 Module leaders on Professional Doctorate courses will also be required to complete a module monitoring plan for each taught module.
- 4.3 The progress review reports, alongside the module monitoring plans, will be reviewed and will inform the production of a School Report on research degree Annual Monitoring according to the template approved by Quality Committee.
- 4.4 The School will arrange for the draft School report and supporting documentation to be scrutinised by the School Academic Committee. The report author, Professional Doctorate Course leaders, two research active members of staff and a research degree student representative will be invited to attend this meeting.
- 4.5 The School Academic Committee will receive:
 - a copy of the completed School Report on Annual Monitoring of research degree awards;
 - a list of all research degree students in the School, which indicates, for each student, which form of progress check (Early Stage Review, Late Stage Review or Progress Review) has been undertaken or at which stage of the taught component of a professional doctorate course a student is currently.
- 4.6 Following the School Academic Committee meetings, the School Report on Annual Monitoring of research degree Awards including the Action Plan should be finalised by the School Research Degree Coordinator / Director and Associate Dean for Students (or nominee) for submission to the Graduate School.
- 4.7 The Head of the Graduate School will review all the School reports and write a summary university-level monitoring report for consideration by the Graduate School Committee. The School reports will also be made available to Graduate School Committee members. The Associate Deans Students (or nominees) will be invited to attend the Graduate School Committee meeting where the reports are considered.
- 4.8 Following approval by the Graduate School Committee, the university-level monitoring report will be presented to the Research and Innovation Committee, Quality Committee and Academic Board.
- 4.9 It is important that Action Plans are realistic and achievable, and progress in completing actions is regularly monitored. The action plans will be received by the respective School Academic Committees mid-year to monitor progress. The University action plan will be monitored by the Graduate School and Quality Committee.

5. Collaborative Academic Partners

- 5.1 Collaborative Academic Partners offering Staffordshire University research degrees will follow this procedure. Staffordshire University's School Report template should be completed and considered by the collaborative academic partner's research committee prior to submission to the Staffordshire University Graduate School. The Chair of the partner's research committee (or

nominee) will be invited to contribute to the consideration of the university-level annual monitoring report.



6. Annual Monitoring Forms (available on the QES website):

Link to be provided

7. Timetable

July 2019	Progress review templates sent to MPhil/PhD students for completion as required (students who have completed an Early Stage or Late Stage Review during the academic year will not need to complete a progress review form).
September 2019	Student Progress Review forms completed and submitted to the School
Between mid-September and mid November 2019	School reports are completed and considered by School Academic Committees.
16 November 2019	Final School Annual Monitoring Reports to be submitted to the Graduate School.
December 2019	The Graduate School Committee meeting to consider the University annual monitoring report.
January 2020	Quality Committee and Research and Innovation Committee meetings to consider University report and Action Plan from 2018 – 2019 Annual Monitoring of MPhil/PhDs.
Spring 2020	Academic Board to receive the University report and Action Plan 2018-19.