At its meetings held in May and June 2017, following consideration of reports from Taught Programmes Sub-Committee (TPSC) on the review of Annual Monitoring and Review (AMR) reports for the 2015-16 academic year, University Learning, Teaching and Student Experience Committee (ULTSEC) approved minor changes to the Annual Monitoring and Review policy.

In summary the changes are:

a. Enhancing the guidance on how to make use of action plans from the previous year to ensure that information about outstanding actions is clear. Brief details of action points that have not been addressed or completed should be provided in Section A of the report, while full details should be provided in the new action plan (Section E);

b. Clarifying that articulation arrangements fall under the definition of Educational Partnerships and should therefore be reported on within Section C of the report form. The Register of Educational Partnerships is the University’s official record of provision that falls within this definition;

c. Additional detail within the policy covering the process operated by FLTSECs for the consideration of AMR reports;

d. The AMR report form and Board of Studies Schedule has been amended to clarify that Boards of Studies should review academic and English language entry requirements in the Autumn term (as part of its review of the admissions and recruitment cycle);

e. To support Boards of Studies responsible for undergraduate programmes in their consideration of key management information, the Planning Office has developed a webpage with instructions on how to extract information from student reports on MyWorkPlacePortal. This guidance is available at https://internal.ncl.ac.uk/planning/performance/school/UG-AMR.htm