**University of Suffolk**

**COURSE ANNUAL MONITORING REPORT (AMR): PARTNER INSTITUTIONS**

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| **Course title(s)** |  |
| **Partner institution** |  |
| **Reporting year** |  |

1. **Reflective overview of the academic year under review**

*Please provide a short reflective summary of the performance of the course during the past year.*

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1. **Student feedback**

*Please provide a summary of feedback provided by students (including through module and course level surveys and at course committee meetings) and discuss actions being taken to (i) capitalise on any identified strengths and (ii) address any student concerns. Please include relevant survey outcome summaries as appendices.*

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1. **External examiner feedback**

*Please provide a summary of feedback received from external examiner(s) and discuss any action taken or planned in response to this.*

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1. **Student recruitment and admissions**

*Please provide commentary on trends in student recruitment over the last four years, including any significant changes in terms of admissions processes, entry qualifications and student profile data. Please include relevant data as appendices.*

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1. **Curriculum design**

*Please reflect on the continuing relevance of the curriculum and highlight any areas where there is scope for enhancement. Please include reference to strategies employed to engage employers in course design and delivery.*

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1. **Learning, teaching and assessment strategies**

*Please reflect on the effectiveness of the course team’s approach to learning, teaching and assessment, and highlight any areas where there is scope for enhancement.*

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1. **Student continuation, progression and completion**

*Please provide commentary on trends in student continuation, progression between levels and completion over the last four years, and reflect on the success of any initiatives to support retention, progression and completion. Please include relevant data as appendices.*

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1. **Student achievement and graduate destinations**

*Please provide commentary on student degree outcomes (by degree classification) and graduate destinations over the last four years, and reflect on the success of any initiatives to support achievement and progression to highly skilled employment. Please include relevant data as appendices.*

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1. **Staffing, facilities and learning resources**

*Please reflect on whether staffing arrangements, facilities and learning resources continue to be appropriate for effective delivery of the course, and highlight any areas where further investment is planned and/or required.*

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1. **Student support arrangements**

*Please reflect on whether student support mechanisms (including academic and pastoral support) have been effective, and discuss any planned enhancements.*

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1. **Student complaints, appeals and conduct**

*Please reflect on the effectiveness of processes for dealing with student complaints, appeals and conduct issues, in collaboration with the University’s OSACC team where relevant. Please flag any patterns, trends or themes in terms of casework, and any resulting enhancement activity required and/or undertaken.*

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1. **Student representation arrangements**

*Please provide a summary of student representation arrangements in place for the course, and reflect on their effectiveness in providing feedback on behalf of the student cohort to support quality enhancement activity.*

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1. **Staff development activity (including peer review of teaching)**

*Please provide a summary of professional development activity undertaken by the course team during the year, and highlight priorities for future activity. Please include information on the proportion of the course team who have participated in peer review activities during the year.*

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1. **Liaison with the University of Suffolk**

*Please reflect on whether existing mechanisms for liaising and working with the University continue to operate effectively, and highlight any areas where there is perceived scope for enhancement.*

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1. **Key areas of strength and/or good practice**

*Please identify three key areas of strength and/or good practice*.

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**Appendix 1: Review of previous year’s action plan**

*Please include all actions included in last year’s action plan and also any that have been added through the year in response to emergent risks or enhancement opportunities.*

|  | **Action** | **Responsibility** | **Success criteria** | **Timescale for completion** | **Progress update** |
| --- | --- | --- | --- | --- | --- |
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**Appendix 2: Current action plan**

*Please include all actions included in the above action plan that are yet to be completed, and also any that need to be added to reflect the discussions and findings of this report.*

|  | **Action** | **Responsibility** | **Success Criteria** | **Timescale for completion** | **Progress update** |
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**Appendix 3: Report from the University of Suffolk academic link tutor**

*Please pass the completed annual monitoring report to the University’s Centre for Academic and International Partnerships (*[*partnerships@uos.ac.uk*](mailto:partnerships@uos.ac.uk)*) by the agreed deadline, for onward submission to your University academic link tutor for review.*

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| Signed: |  | Date: |  |