UNIVERSITY OF ST ANDREWS

ACADEMIC MONITORING GROUP

**Remit**

To be responsible to the Academic Assurance Group for the quality of educational provision and student experience delivered by the University taking cognisance of the University’s Strategy and SFC Outcome Agreement.

**Internal Quality Framework**

1. To receive and consider Annual Academic Monitoring reports and identify issues or actions to be taken forward.
2. To receive and consider University-Led Reviews of Learning and Teaching (URLTs) reports and action plans, overseeing and monitoring the effective implementation of recommendations.
3. To monitor issues and trends relating to the quality of modules and programmes, and student experience through receipt of annual thematic reports on:
   a. External Examiners’ Reports (UG/PGT)
   b. Module Evaluation Questionnaires
   c. External Student Surveys (NSS, iGrad, LEO)
   d. Internal Student Surveys (PGT student survey)
4. To monitor issues and trends relating to student recruitment, progression and achievement through receipt of annual reports and internal institutional data on:
   a. Academic Misconduct
   b. Student Academic Appeals
   c. Student Academic Complaints
   d. Fitness to Practise Medicine
   e. Student Progression, Completion & Achievement
   f. Module grade distributions (following exam result reporting in January and May).
5. To monitor study abroad and collaborative degree activity through receipt of annual reports on:
   a. Study Abroad, Placements and Exchanges
   b. Collaborations and (any Collaborative Agreement Renewals)
   c. Royal Conservatoire of Scotland
6. To identify good practice across all monitoring and review activity and disseminate as appropriate.
7. To receive regular reports from the Enhancement Theme Steering Group.

**External Quality Framework**

1. To lead the University’s engagement with periodic QAA Enhancement-Led Institutional Review and monitor the effective implementation of Review recommendations.
2. To ensure that the University complies with the UK Quality Code by undertaking periodic mapping of its processes to the Code.
3. To ensure that the University complies with the Scottish Credit and Qualifications Framework and other external reference points such as Subject Benchmark Statements.
4. To oversee the University’s response to external consultations of relevant external bodies such as the QAA and Scottish Funding Council.
**Draft**

**Academic Year 2018/19**

**Membership**

- Professor Frank Muller  Dean of Arts & Divinity - Chair
- Professor Tom Brown  Dean of Science
- Dr Ian Smith  Associate Dean for Education (Arts/Divinity)
- Dr Jon Issberner  Associate Dean for Education (Science)
- Professor Sibylle Scheipers  Pro Dean (Postgraduate Research)
- Mrs Nicola Milton  Head of Education Policy and Quality
- Ms Alice Foulis  Director of Education
- Mr Ashley Clayton  SRC Postgraduate Academic Convenor
- Ms Ros Campbell  Academic Policy Officer (Quality) - Clerk

**Frequency of Meetings**

Monthly

Nicola Milton  
September 2018