



University of
St Andrews

Annual Academic Monitoring handbook

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Purpose	This handbook provides guidance on the academic monitoring process, including the AAM report, dialogues and the dissemination event

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.6	Remove dialogue schedule from handbook as changes made to the schedule	Published	Academic Policy Offices (Quality	September 2025

Annual Academic Monitoring Handbook

April 2025

1. Introduction

This handbook provides guidance to colleagues preparing for and participating in Annual Academic Monitoring (AAM). AAM meets the requirements set out by the following external reference points:

- [SFC Guidance on quality for Colleges and Universities AY 2024-25 to AY 2030-31](#)
- [The UK Quality Code](#)
- [Standards and guidelines for quality assurance in the European HE area](#)

Feedback on this handbook is welcomed. Please send your comments to academicmonitoring@st-andrews.ac.uk

2. Purpose and scope of Annual Academic Monitoring

AAM is an important element of the University's approach to quality assurance and enhancement. It is a light touch process designed to:

- a) Provide assurance of the quality and standard of the learning and teaching provision.
- b) Encourage and support critical reflection.
- c) Promote dialogue on opportunities for enhancement.
- d) Identify good practice for dissemination within the institution and beyond.

All Schools and Departments participate in AAM. Each department within the School of Philosophical, Social Anthropological and Film Studies submits an AAM report. The School of Modern Languages produces a single report that covers all departments. Reflection covers all undergraduate (UG), taught postgraduate (PGT) and research postgraduate (PGR) provision including collaborative programmes, credit-bearing and non-credit bearing short courses and online programmes. The MA Combined Studies programme also falls within the scope of AAM.

Schools/Departments offering new PGT programmes from 2023/24 onwards are required to submit an additional report for the first three years of a programme's start date and should follow the process in the handbook: [Review process for new taught postgraduate programmes](#).

AAM comprises:

- a) Completion of a report pro forma.
- b) Participation in a supportive dialogue with a subset of Academic Monitoring Group (AMG) at least once between scheduled URLTs.
- c) Attendance at a dissemination event which highlights good practice and provides an opportunity for participants to consider if/how these could be introduced within their own School/Department.

3. Frequency and timing of Annual Academic Monitoring

AAM operates on an annual cycle and is supplemented by a more thorough review via a six-year cycle of [University-led reviews of learning and teaching](#).

The timeline for AAM is summarised in the table:

Jan	AMG considers a summary of the previous year's AAM
Feb/Mar	AMG discusses and finalises arrangements for the AAM process including the design of the report pro forma
Mar	Academic Policy Officers (Quality) prepare documentation and liaise with colleagues in Planning
Apr	Academic Policy Officers (Quality) issue report pro forma and information on the AAM process.
Apr/Jun	School/Department hold discussions to assist in the production of the report. Reports should be approved by the Head of School and Teaching Committee. Reports should also be discussed with the School President and PG student representative(s).
Jul	Schools/Departments are provided with UG and PGT data via dashboards. Outlook invitations will be sent to the Director of Teaching, Head of School and School President for the dialogues and dissemination event.
Mid-Aug	Deadline for submission of reports. Approval of reports by the Teaching Committee can be via email, if necessary.
Sept	AMG will consider the reports. As part of this analysis, the group will identify themes common across the reports and any action required to address these themes, and this will be shared with Schools/Departments via email. Topics for the dialogues and dissemination event will also be identified.
Oct	A subset of AMG holds dialogues with a selection of Schools/Departments. Any actions arising from the dialogues will be circulated to Schools/Departments. An update on any actions will be provided by Schools/Departments in the following year's AAM report.
Nov	Dissemination event held to share examples of good practice arising from the AAM reports
Feb/Mar	Good practice and any University-level actions/developments arising from the AAM process will be shared with the University's Learning and Teaching Committee and the Postgraduate Research Committee

4. Report

The report pro forma ([Appendix 1](#)) will be shared with Schools/Departments in April to provide ample time for consultation and completion. The report should be a focused and concise evidence-based reflective evaluation of the School/Departments learning and

teaching experiences over the last academic year in relation to UG, PGT and PGR provision including collaborative programmes, credit-bearing and non-credit-bearing short courses and online programmes. The report should refer to the relevant sources of evidence referred to below. The use of bullet point format is encouraged.

Sources of evidence

The Scottish Funding Council guidance states that, 'Annual monitoring should consider: themes arising from and responses to external examiner reports; internal and external student survey data; performance data on recruitment, progression and achievement; and data trends. Data is likely to be benchmarked against other areas of the institution's activities as well as equivalent provision in other institutions.' Schools/Departments are encouraged to evidence practice throughout their AAM report using the sources and data listed and/or other relevant sources of evidence. Support on the contextualisation of the data can be sought from Planning at planningstats@st-andrews.ac.uk or from the Associate Deans/Provost Education.

UG and PGT data

The following data is available in the [Information hub](#):

- Recruitment data in the [Student and entrant populations](#) file under the [School Information](#) tab.
- [NSS data](#) for 2023/24
- [Postgraduate Taught Experience Survey data](#) for 2023/24.
- Module Evaluation Questionnaire data for 2024/25 via MMS.

The following data will be available to Schools/Departments via dashboards in mid-July. Schools/Departments will be notified when the data is available.

- Module results for current year and benchmarked against previous years.
- Degree outcomes by School, Faculty and University.
- Module grade distributions, deferrals, and reassessments.
- Progression and retention data (e.g., Entry to Honours).
- Data benchmarked against equivalent provision in other institutions.

PGR data

A PGR snapshot in PDF format for each School/Department is available in the [Learning and Teaching](#) tab of the [Information hub](#). This includes PGR student numbers, completion rates, outcomes of first examinations, final outcomes, progress review outcomes and completions.

The [Postgraduate Research Experience Survey data](#) for 2023/24.

Consideration of reports

AMG will consider the reports in September. As part of this analysis, the group will identify themes common across the reports and any action required to address these

themes, and this will be shared with Schools/Departments via email. Topics for the dialogues and dissemination event will also be identified.

Reports are uploaded to the [Education SharePoint](#) site and are available to all University staff.

5. Dialogues

Each School/Department is invited to meet with a subset of AMG at least once between scheduled URLTs. The subset of AMG will comprise: Dean of Learning and Teaching/Provost; Associate Provost (Education); Associate Dean(s) (Education); and Academic Policy Officer (Quality). The Students' Association President of Education will be invited to attend the dialogues.

Schools/Departments will be notified of the date and time of dialogues. The dialogue schedule can be found in [Appendix 2](#). Notification of the date and time of dialogues will be communicated over the summer. Schools/Departments will be asked to confirm their attendance and to discuss the report with their School President. Once a date and time has been set for the dialogues, those unable to attend their allocated slot should email academicmonitoring@st-andrews.ac.uk at the earliest opportunity.

The 45-minute dialogues are held in October/November with four relevant School role-holders (Head of School, Director of Teaching, School President and one other colleague, e.g., Director of Taught Postgraduate Studies, Director of Research Postgraduate Studies, Exams Officer, etc.). The dialogue for the MA Combined Studies programme will be attended by the Associate Dean Students (Arts and Divinity), Access Manager from Admissions and a student representative.

Actions arising from the dialogues will be confirmed to Schools/Departments via email. An update on these actions will be requested in the following year's AAM report.

6. Dissemination event

The dissemination event was introduced in response to requests that the AAM process include an opportunity for Schools/Departments to share ideas. The intended outcomes are the dissemination and adoption of good practice across the University.

AMG will identify potential topics for the dissemination event from the AAM reports. Colleagues responsible for the examples of good practice selected by AMG will be asked to deliver a five-minute presentation at the dissemination event to share their practice. Attendees will explore the topics further via group discussions.

The dissemination event will be held in November. Additional information will be shared with Schools/Departments by email.

Appendix 1

Annual Academic Monitoring Report: AY 2024-25

School/Department:

The Annual Academic Monitoring report should be a focused and concise evidence-based **reflective** evaluation of the School/Department's learning and teaching experiences over the last academic year in relation to UG, PGT and PGR provision including collaborative programmes, online programmes and credit-bearing and non-credit-bearing short courses. **The report should refer to relevant sources of evidence.** Schools/Departments offering new PGT programmes from 2023/24 are required to submit an additional annual report for the first three years after a programme's start date and should follow the process in the handbook: [Review process for new taught postgraduate programmes](#).

- 1. What is working well?** *Please provide 2-3 concrete examples of good practice (including, where applicable, an indication of their alignment with the [Education and Student Experience Strategy](#)), that can be shared with colleagues across the University.*
[max 200 words]

Undergraduate
Taught postgraduate
Research postgraduate
Short courses

- 2. Please provide some reflections on the main challenges the School/Department faced in terms of teaching, learning and assessment, taking into account the sources of evidence referred to in the AAM handbook.** [max 200 words]

Undergraduate
Taught postgraduate
Research postgraduate
Short courses

- 3. Please detail what measure(s) the School/Department and University could jointly put in place to address these challenges** [max 200 words]

Undergraduate
Taught postgraduate
Research postgraduate
Short courses

- 4. Please provide examples of student feedback received, and how the School/Department responded to this and closed the feedback loop with students**
[max 200 words]

Undergraduate
Taught postgraduate
Research postgraduate
Short courses

5. How has the School ensured that reasonable adjustments for students with disabilities are effectively implemented in both teaching and assessment, and what challenges or improvements have been identified over the past year? [max 200 words]

Undergraduate

Taught postgraduate

Research postgraduate

Short courses

6. Please provide a summary of actions that have been taken forward as a result of last year's AAM process (including any challenges referred to in your report, dialogue, if applicable and dissemination event). [max 150 words]

- ☐ Report discussed with, and approved by, the Head of School and Teaching Committee (including the DoPG).
- ☐ Report discussed with the School President and/or PG student representatives.

Appendix 2: AAM Dialogue Schedule: 2025-2028

October 2025

Day one

		Last AAM dialogue	Last URLT	Next URLT
1000-1015	AMG convene			
1015-1100	IELLI	N/A	N/A	2028-29 (S1)
1115-1200	International Relations	2022	2023-24 (S2)	2029-30 (S2)
1215-1300	Graduate School	2023	2020-21 (S2)	2026-27 (S2)
1300-1345	AMG reconvene/lunch			
1345	Close			

Day two

		Last AAM dialogue	Last URLT	Next URLT
1000-1015	AMG convene			
1015-1100	Maths & Stats	2023	2020-21 (S2)	2026-27 (S2)
1115-1200	Physics & Astronomy	2022	2024-25 (S1)	2030-31 (S1)
1215-1300	Geography & SD	2022	2024-25 (S1)	2030-31 (S1)
1300-1345	AMG reconvene/lunch			
1345	Close			

October 2026

Day one

		Last AAM dialogue	Last URLT	Next URLT
1000-1015	AMG convene			
1015-1100	Art History	2023	2021-22 (S1)	2027-28 (S1)
1115-1200	History	2023	2019-20 (S1)	2025-26 (S1)
1200-1300	AMG reconvene/lunch			
1300-1345	Music	2021	2021-22 (S2)	2027-28 (S2)
1400-1445	Social Anthropology	2023	2022-23 (S1)	2028-29 (S1)
1445-1500	AMG reconvene			
1500	Close			

Day two

		Last AAM dialogue	Last URLT	Next URLT
1000-1015	AMG convene			
1015-1100	Biology	2024	2021-22 (S2)	2027-28 (S2)
1115-1200	Chemistry	2023	2021-22 (S2)	2027-28 (S1)
1200-1300	AMG reconvene/lunch			
1300-1345	Computer Science	2022	2024-25 (S2)	2031-32 (S2)
1400-1445	Medicine	2023	2022-23 (S1)	2028-29 (S1)
1500-1545	Psychology & Neuroscience	2024	2021-22 (S1)	2027-28 (S1)
1545-1600	AMG reconvene			
1600	Close			

October 2027

Day One

		Last AAM dialogue	Last URLT	Next URLT
1000-1015	AMG convene			
1015-1100	Classics	2022	2019-20 (S2)	2025-26 (S2)
1115-1200	Business School	N/A	N/A	2025-26 (S2)
1200-1300	AMG reconvene/lunch			
1300-1345	Divinity	2024	2023-24 (S2)	2029-30 (S2)
1400-1445	English	2024	2025-26 (S1)	2031-32 (S1)
1500-1545	Modern Languages	2023	2020-21 (S2)	2026-27 (S2)
1545-1600	AMG reconvene			
1600	Close			

Day Two

		Last AAM dialogue	Last URLT	Next URLT
1000-1015	AMG convene			
1015-1100	Earth & Environmental Sciences	2024	2023-24 (S1)	2029-30 (S1)
1115-1200	Film Studies	2024	2020-21 (S1)	2026-27 (S1)
1200-1300	Lunch			
1300-1345	Philosophy	2024	2023-24	2029-30 (S1)
1400-1445	Combined Studies MA	2024	N/A	N/A
1445-1500	AMG reconvene			
1500	Close			

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	AAM Dialogue schedule removed from handbook. Updated dialogue schedule to be posted separately.	Published	Administrative Officer, Proctor's Office	18 March 2022
1.2	AAM handbook reviewed and refreshed for 2022/23	Published	Academic Policy Officers (Quality)	8 March 2023
1.3	AAM handbook reviewed, refreshed and reformatted for 2022/23	Published	Academic Policy Officers (Quality)	March 2023
1.4	AAM handbook reviewed for 2023/24	Published	Academic Policy Officers (Quality)	April 2024
1.5	AAM handbook reviewed and refreshed for 2024/25	Published	Academic Policy Officers (Quality)	April 2025
1.6	Remove dialogue schedule from handbook as changes made to the schedule	Published	Academic Policy Offices (Quality)	September 2025