

ANNUAL QUALITY IMPROVEMENT REPORTING PROCESS

1. PURPOSE

The purposes of this procedure are to:

- (i) Enable the RVC to satisfy itself that its courses are achieving their objectives.
- (ii) Confirm the adequacy of quality control mechanisms.
- (iii) Identify significant strengths and weaknesses.
- (iv) Identify and disseminate good practice.
- (v) Give praise where it is due.
- (vi) Monitor implementation of the RVC's academic policies.

2. SCOPE

This procedure covers all taught courses, both undergraduate and postgraduate. It does not cover research degrees or non-award-bearing continuing education.

Monitoring and evaluation of higher education is an essential process within providers, forming a fundamental part of the academic cycle. It can, and should, look at all aspects of the higher education experience. All higher education providers are involved in course monitoring and review processes as these enable providers to consider how learning opportunities for students may be improved.

For details of the mandatory expectations for quality and standards of higher education, please refer to the Office for Students [conditions of registration](#).

3. ASSOCIATED DOCUMENTS

- Reviews of Modules and BVetMed: Strands; Rotations and Research Project 2, plus the Teaching and Learning in Higher Education (TLiHE) course, [procedure](#) and [forms](#)
- Student, Graduate and Employer Survey [procedure](#)
- External Examiner [procedure](#)
- Annual Quality Improvement Report [forms](#)
- [Guidelines for Periodic Review](#)

4. PROCEDURE

Annual Quality Improvement Reports (AQIRs)

There is a standard Annual Quality Improvement Report (AQIR) form which must be completed by each Course, Elective, Rotation Director or Year Leader where applicable, except that in the case of degrees run under the auspices of the University of London Worldwide, their Annual Programme Planning and Review and Reporting form will be used.

Each AQIR form normally has three appendices items, which are to be considered by the author with forward looking actions recorded as necessary:

- Appendix 1 Course Statistics
Admissions/Contextual/Progression/Achievement/Destination
- Appendix 2 Student Survey results including Graduate and Employer Survey results where relevant
- Appendix 3 External Examiner Report

The Course Directors for the BVetMed and BSc Bio Sci suite of courses are asked to complete an overview AQIR to ensure that course-wide student survey data and external examiner reports have been reviewed with forward looking actions recorded as necessary.

The Teaching Quality Committee has a sub-group for considering AQIRs, this is called the Annual Quality Improvement Group (AQIG). The AQIG meets and receives draft AQIRs with respect to considering the following items:

- (i) Identify any relevant comparisons within and between Courses of study.
- (ii) Identify any RVC-wide issues arising from the AQIRs.
- (iii) Alert the RVC as a whole to any obstacles which are preventing a course from achieving its objectives.
- (iv) Assure the RVC that the AQIRs have been given appropriate scrutiny.
- (v) Trigger an interim review of the course if it is felt to be underperforming.

After the AQIG has met, the Course, Elective, Rotation Director and Year Leaders have an opportunity to resubmit a final version of their AQIR to the Academic Quality Administrator for publication on the intranet and to the relevant Course Management Committee for consideration.

The Academic Quality Manager and Chair of Teaching Quality Committee produce an overall Annual Summary of all AQIRs to cover the items i-v above. Items of concern, good practice, and actions going forwards are documented. This summary is considered by the Teaching Quality Committee, the Learning, Teaching and Assessment Committee, Academic Board and RVC Council.

The Academic Quality Administrator publishes the AQIRs on the intranet [here](#).

The process for submitting AQIRs has been tabulated in figure 1 on page four. Timings for the submission of AQIRs can be seen in figure 2 on page six.

It is necessary for accredited Courses to submit annual monitoring reports to the relevant professional bodies. This is in addition to provision of the AQIR.

All required and/or recommended actions from Periodic Review reports are to be inserted into the Annual Quality Improvement Report action plan by the Course Director, once the Periodic Review report has been approved by the Teaching Quality Committee and Academic Board. Actions will be monitored through the Annual Quality Improvement Report

process.

A course/programme might be excused from needing to submit an AQIR for an academic year depending upon when a Periodic Review of the course/programme takes place. Advice must be sought from the Academic Quality Manager as to whether an AQIR is to be completed. In instances where a course is excused from submitting an AQIR, the three appendices relating to the course/programme should still be produced and considered by the relevant Course Management Committee, and the associated meeting minutes be tabled at the Teaching Quality Committee.

Membership of the TQC Sub-group for the consideration of Annual Quality Improvement Reports:

Required to attend:

- TQC Chair or their nominee e.g. Deputy Chair of TQC (Chair)
- Academic Quality Team member (Secretary)
- Course Director (including Co-Course Directors and those from Collaborative Partners if applicable) or their nominee e.g. Deputy Course Director (where applicable)
- Year Leader (where post exists)
- Associate Dean for Undergraduate or Postgraduate Teaching and Learning
- Exams Officer or Head of Exams if not available
- Head of Graduate School or Head of Postgraduate Administration (for PG Diploma Veterinary Clinical Practice and MVetMed)
- Two members of Course Support (to be nominated by the Head of Course Support)
- Student Representative from the academic year under review (or in the case of undergraduate final years and postgraduate courses, a student rep from the current academic year)
- PG SU Officer

Invited to attend:

- External Member (e.g. External Member of CMC)
- Exam Board Chair or Deputy Chair
- Vice Principal (Students)
- Representative(s) from collaborative partners
- Vice Principal for Learning Teaching and Assessment (where Associate Dean for UG/PG Learning and Teaching is unavailable)
- In addition, for AQIGs relating to Year Leader 3, 4 and 5 BVetMed and Bachelor of Veterinary Science/Course Directors Overview BVetMed and Bachelor of Veterinary Science: RVC Academic Link person and personnel as appropriate from Aberystwyth University.

Table 1: Process for submitting Annual Quality Improvement Reports (AQIR)

| Stage of process | Action and Responsible person(s) | Responsible person(s) |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Academic Quality Administrator provides Course Directors, Elective Director, Rotation Director and Year Leaders with AQIR form.</p> <p>Appendices are provided to the above individuals by the relevant AQIG Secretary as and when available.</p> | <p>Academic Quality Administrator</p> <p>AQIG Secretary to coordinate appendices via:</p> <p>App 1 - Student Information & Planning Manager / Admissions</p> <p>App 2 - Senior Academic Quality Officer (Student Engagement)</p> <p>App 3 - Senior Academic Quality Officer (Standards)</p> |
| 2 | <p>Course Directors, Elective Director, Rotation Director and Year Leaders write their AQIR and submit to the AQIG Secretary</p> | <p>Course Directors, Elective Director, Rotation Director and Year Leaders</p> <p>AQIG Secretary to coordinate with Course Directors, Elective Director, Rotation Director and Year Leaders</p> |
| 4 | <p>The Teaching Quality Committee (TQC) sub-group, entitled as the Annual Quality Improvement Group (AQIG), meets to consider and approve the AQIRs. Course Directors, Elective Director, Rotation Director and Year Leaders are expected to attend.</p> | <p>AQIG Secretary and Chair plus Course Directors, Elective Director, Rotation Director and Year Leaders</p> |
| 5 | <p>If there were suggested amendments to be made to the AQIR, the Course Directors, Elective Director, Rotation Director and Year Leaders re-submit their AQIR to the AQIG Secretary.</p> | <p>Course Directors, Elective Director, Rotation Director and Year Leaders</p> |
| 6 | <p>The AQIG Secretary publishes the final version of AQIRs on the intranet and ensures that Course Management Committees receive AQIRs for consideration.</p> | <p>AQIG Secretary</p> |
| 7 | <p>Academic Quality Manager and Chair of TQC produce a summary report of all AQIRs, highlighting RVC-wide issues, good practice and designate actions where appropriate in an action plan.</p> | <p>Academic Quality Manager & Chair of TQC</p> |
| 8 | <p>Academic Quality Manager ensures that the Teaching Quality Committee; Learning, Teaching and Assessment Committee; Academic Board and RVC Council receive the summary of AQIRs for consideration (with the exception of the AQIRs that are not considered or approved by the AQIG, for example, the University of London Worldwide MSc LHP and MSc VEPH).</p> | <p>Academic Quality Manager</p> |

Table 2: Timings for the submission of Annual Quality Improvement Reports to the Secretary of the Annual Quality Improvement Group (TQC sub-group)

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|---------------------------------------------------------------------|
| Autumn |
| BSc Animal Health and Disease |
| Gateway |
| BVetMed Year 1 |
| BVetMed Year 2 |
| BVetMed Graduate Year |
| BVetMed Year 3 |
| BVetMed Year 4 |
| BVetMed Electives |
| BVetMed Intra-Mural Rotations |
| BSc Biosciences/ MSci Year 1 |
| BSc Biosciences/MSci Year 2 |
| BSc Biosciences/MSci Year 3/Intercalated/Study Abroad |
| MSci Biological Sciences Research Year 4 |
| MSci Applied Biological Sciences Research Year 4 |
| MSci Bioveterinary Sciences Research Year 4 |
| MSci Applied Bioveterinary Sciences Research Year 4 |
| MSci Wild Animal Biology |
| BSc Animal Biology, Behaviour, Welfare and Ethics |
| BSc Comparative Pathology |
| Placement Year - Certificate in Work-based Learning & Research |
| FdSc/BSc Veterinary Nursing |
| Graduate Certificate and PG Certificate Advanced Veterinary Nursing |
| BVetMed Course Directors Overview |
| BSc Biosciences Course Directors Overview |
| Spring |
| MSc One Health |
| MSc Veterinary Epidemiology |
| MSc Wild Animal Biology & MSc Wild Animal Health |
| MVetMed |
| MSc/PG Diploma/PG Certificate Veterinary Education |
| PG Diploma Veterinary Clinical Practice |
| Certificate Advanced Veterinary Practice |

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| Summer meetings of the Teaching Quality Committee (not seen by the TQC sub-group) |
| Distance Learning MSc Livestock Health and Production/Veterinary Epidemiology and Public Health |