**Academic Quality Team**

\*Glossary included at the end of this document

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tasks** | **Academic Quality Administrator (Standards) - FTE: 0.57 (20hrs/wk)** | **Academic Quality Administrator (Student Engagement) - FTE 0.57 (20hrs/wk)** | **Senior Academic Quality Officer – (Standards) - FTE: 0.73 (25.5hrs/wk)** | **Senior Academic Quality Officer – (Student Engagement) - FTE 0.54 (19hrs/wk)** | **Head of Collaborative Programmes -****FTE 1.0, (35hrs/wk)** | **Academic Quality Manager - FTE: 1.0, (35hrs/wk)** |
| **Line Management responsibility for** |  |  | * Academic Quality Officer (Standards)
 | * Academic Quality Officer (Student Engagement)
 | * Collaborative Programmes Administrator
 | * Academic Quality Senior Officers for Standards and Student Engagement
* Head of Collaborative Programmes
* Accreditation Administrator
 |
| **Strategic Plan** |  |  | * KPIs – Standards & Student Surveys
 | * KPIs – Student Engagement & Surveys
 | KPIs -  | * Quality Strategy – overall responsibility
 |
| **UoL** |  |  |  |  |  | * QA Schedule for MSc LHP & VEPH
* APPR meetings
* Liaise/Attend AQAC
 |
| **OfS/Quality Reviews** | * General admin support, e.g. travel & accommodation bookings
 | * General admin support, e.g. travel & accommodation bookings
 | * Assists Project Manager
 | * Assists Project Manager
 | * Assists Project Manager
 | * Project Manager
 |
| **PSRB Accreditation Visits** | * General admin support, e.g. travel & accommodation bookings
 | * General admin support, e.g. travel & accommodation bookings
 | * Assists Project Manager
 | * Assists Project Manager
 | * Assists Project Manager
 | * Project Manager
 |
| **AQAEPs (in particular)** | * Uploads to website
* Coordinates updates to Programme Specifications (for particular courses, see surveys below)
 | * Uploads to website
* Coordinates updates to Programme Specifications (for particular courses, see surveys below)
 | * External Examiners
* Internal Examiners
 | * Student Surveys
* Student Engagement
* Prog Specs
 | * Collaborative Provision
 | * Oversee all, incl
* Design and Approval of Courses
* Module Development and Approval
* Closure of Courses
* Monitoring and Review of Courses
 |
| **Curriculum Managers** |  | * Process nominations for Curriculum Manager appointments and publish up to date lists on website
* Maintain the ‘Key Contacts’ lists
 | * Update Module/Strand Leader Handbook
 |  |  | * Update Curriculum Manager Roles and Responsibilities
 |
| **Intranet** | * Updates and maintains Academic Quality pages
 | * Updates and maintains Academic Quality pages
 |  |  |  |  |
| **Validation** | * General admin support, e.g. compiling supporting documentation, travel & accommodation bookings
 | * General admin support, e.g. compiling supporting documentation, travel & accommodation bookings
 | * Assists / Secretary
 | * Assists / Secretary
 | * Assists / Secretary
 | Manages process / Secretary |
| **You Said…We Did…** | * Updates (for particular courses, see survey admin below)
 | * Updates (for particular courses, see survey admin below)
 |  | * Oversee
 |  |  |
| **Academic Committee Handbook** |  | * Maintain membership lists, meeting dates and the Academic Committee section of website
 |  | * Update the Academic Committee Handbook
* Train Chairs and Secretaries
 |  |  |
| **SU/ SU Course Reps** |  | * Maintain lists of
 |  | * Training
* Support
 |  | * Fees & Expenses
 |
| **Internal & External Examiners** | * External Examiner Fees & Expenses
* Assist in organising meetings with SU Course Reps
* Appointment of Exam Board Chairs and Deputies
* Update Exam Board Membership lists (where relevant)
* Update Lists of Internal Examiners & Assessors
 |  | * Oversee
* Training
* Reports
* Appointments & RTW check
* Organise meetings with SU Course Reps
 |  |  |  |
| **Survey Admin** | List of particular courses to admin for all relevant surveys detailed below:**UG:**BVetMed GatewayG YearBSc AHD**PG:**Cert AVPPG Dip VCPPG Cert VCSPG Dip VPACE MVetMedMSc VEPH & LHPMSc Vet Ed**Module/Strand/Rotation/Elective surveys:*** Module
* BVetMed Strand
* BVetMed Elective Staff
* BVetMed Elective Student
* BVetMed Rotation

**Atypical surveys:*** BVetMed Research Project 2
* Certificate in Advanced Veterinary Practice
* UoL
* MVetMed
* **RVC Experience survey**
* **RVC Graduate BVetMed**
* **RVC Employer BVetMed**
* **RCVS Professional Development Advisor Survey and Participant Survey**
 | List of particular courses to admin for all relevant surveys detailed below:**UG:**BSc, MSci BiosciencesFdSc and BSc Veterinary Nursing Grad Cert Advanced Veterinary Nursing ~~Grad Dip ELR~~**PG:**MSc WABMSc WAHMSc Vet EpiMSc One HealthPG Cert Advanced Veterinary Nursing**Module/Strand/Rotation/Elective surveys:*** Module

**Atypical surveys:*** TLiHE
* King’s College London surveys
* **RVC Experience survey**
* **RVC Graduate Survey**

**(Biosciences BSc & MSci, FdSc & BSc VN, Cert AVN)*** **RVC Employer**

**(Biosciences BSc & MSci, FdSc & BSc VN, Cert AVN)** | * NSS
* PRES
 | * PTES
* Barometer
* Oversee administration of the RVC Graduate and RVC Employer survey administration
* Oversee administration of the RVC Experience Survey
 |  |  |
| **Student forums** | * Biannual BVetMed Rotation Evaluation Forums
 |  |  | * Biannual BVetMed Rotation Evaluation Forums
 |  |  |
| **Periodic Reviews & Reviews e.g. module, strand, rotation**  | * Assists secretaries for Periodic Course & Interim Reviews

**UG Strands Reviews:**BVetMed **UG Other:**BVetMed RotationBVetMed Research Project 2**UG Modules Reviews:**GatewayG Year **PG Modules Reviews:**PG Dip VCPMVetMedMSc VEPH & LHPPG Cert/PG DIP/ MSc Vet Ed | * Assists secretaries for Periodic Course & Interim Reviews

**UG Module Reviews:**BScMSciFdSc VNGrad Dip ELRGrad Cert AVN**PG Modules Reviews:**MSc WABMSc WAHMSc Vet EpiMSc One HealthPG Cert AVNTLiHE | * Secretary for Periodic Course

& Interim Reviews | * Secretary for Periodic Course

& Interim Reviews | * Secretary for Periodic Course & Interim Reviews
 | * Secretary for Periodic Course

& Interim Reviews |
| **Annual Quality Improvement Reports** | For the courses responsible for (as for reviews and surveys):* Coordinate AQIRs
* Admin for AQIG meetings e.g. finding dates, Chairs and servicing
* Circulate Appendices 1&2
 | For the courses responsible for (as for reviews and surveys):* Coordinate AQIRs
* Admin for AQIG meetings e.g. finding dates, Chairs and servicing
* Circulate Appendices 1&2
 | * Quality Enhancement Review to UoL (external examiners section only)
* Circulate Appendices 3 for all AQIRs
 | * TQC Summary report on Module/Strand/Staff Teaching
 |  | * Quality Enhancement Review to UoL
* TQC Annual Summary to RVC Council and OfS
 |
| **Secretary to Working Sub-Groups** | * AQIG
 | * SEQEWG
* AQIG
 | * AQIG
* ESRWG (NSS)
 | * AQIG
* ESRWG (PTES)
 |  | * RCVS - BVSc
 |
| **Secretary to Committee** | * UG Medicine CMC
* CPDG
 |  | * TQC
 | * LTAC
 |  | * Assist College Secretary with admin for Academic Board
 |
| **Attends for info if available and if there is something of interest, or if presenting a paper** |  |  | * LTAC
* RDC
 | * TQC
* RDC
 | * CPDG
* CTEP WG
* TQC
* Selected AQIGs
 | * All TQC
* All AQIGs
* MSMC
* LTAC
* AcBoard
 |
| **Attends external meetings if available and if there is something of interest to individual/RVC** |  |  | * QAA
* OfS
* QSN
* AQAC
* QPG
 | * QAA
* OfS
* QSN
* AQAC
* QPG
 | * QAA
* OfS
* QSN
* AQAC
* QPG
 | * QAA
* OfS
* QSN
* AQAC
* QPG
 |
| **Carry out any reasonable duties as requested by the Academic Quality Manager, Academic Registrar and Senior Academic Quality Officers.** | X | X | X | X |  | X |

**Glossary:**

|  |  |
| --- | --- |
| AARs | Assessment and Award Regulations |
| AQAC | Academic Quality Assurance Committee |
| AQAEPs | Academic Quality Assurance and Enhancement Procedures |
| AQIG | Annual Quality Improvement Group  |
| AQIR | Annual Quality Improvement Report |
| CMC | Course Management Committee |
|  |  |
| CPDGKPI | Course Proposal and Development GroupKey Performance Indicator |
| LTAC | Learning Teaching and Assessment Committee |
| OfS | Office for Students |
| POD | Professional Orientation and Development |
| PRES | Postgraduate Research Experience Survey |
| PSRB | Professional Statutory and Regulatory Bodies |
| PTES | Postgraduate Taught Experience Survey  |
| QAA | Quality Assurance Agency |
| QPG | Quality Practitioners Group |
| QSN | Quality Strategy Network |
| RDCSAWG | Research Degrees CommitteeStandards and Assessment Working Group |
| SEQEWG | Student Engagement in Quality Enhancement working group |
| TLiHE | Teaching and Learning in Higher Education |
| TQC | Teaching Quality Committee |

Updated by Academic Quality team, 21.03.2024