ANNUAL QUALITY IMPROVEMENT REPORT TEMPLATE 2021/22

**COURSE DIRECTOR OVERVIEW - POSTGRADUATE**

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| **Postgraduate Course Directors are asked to submit their draft ‘Annual Quality Improvement Report’ (AQIR) relating to the preceding academic year to the Academic Quality Administrator (**[**AQOfficerSE@rvc.ac.uk**](mailto:AQOfficerSE@rvc.ac.uk)**) at least 2 weeks prior to the meeting of the associated ‘Annual Quality Improvement Group’.**  This is the standard AQIR template which must be completed by each Postgraduate Course Director\*.  When writing this report, please avoid using abbreviations and acronyms. If necessary, define the abbreviation on the first appearance of the term and use the abbreviation or acronym thereafter.  Each AQIR form has three appendices items, which are to be considered by the author with forward looking actions recorded as necessary:   * Appendix 1 Course Statistics: Recruitment, Applications and Offers/Progression/Achievement/Destination/Contextual Data * Appendix 2 Student ‘Satisfaction’ Survey results (including the Postgraduate Taught Experience survey) * Appendix 3 External Examiner Report   **The Teaching Quality Committee has sub-groups for considering AQIRs, called the ‘Annual Quality Improvement Groups’ (AQIG). After the AQIG has met the Course Directors have an opportunity to resubmit a final version of their AQIR to the Academic Quality Administrator to be published on the RVC intranet** [**here**](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/annual-quality-improvement-reports.cfm) **and considered by the relevant Course Management Committee for consideration\*\*.**  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 College-wide issues arising from the AQIRs;  iii. alert the College as a whole to any obstacles which are preventing a course from achieving its objectives;  iv. assure the College that the AQIRs have been given appropriate scrutiny.  v. trigger an interim review of the course if it is felt to be underperforming.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Once all AQIRs are finalised, the Academic Quality Manager and Chair of Teaching Quality Committee produce an overall Annual Summary of all AQIRs to cover the items i-v of the AQIGs terms of reference above, including items of concern, good practice, and actions going forward. This summary is considered by the Teaching Quality Committee; Learning Teaching and Assessment Committee; the Academic Board and RVC Council.  For more information please see the Academic Quality procedure ‘[Annual Quality Improvement Reporting process’](https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/annual-quality-improvement-reporting-process) or contact the Academic Quality team as <AQOfficerSE@rvc.ac.uk.>  \* degrees run under the auspices of the University of London Worldwide (UoLW) the ‘Annual Programme Planning and Review and Reporting’ will not complete this template, rather the format issued by the UoLW will be used.  \*\* CertAVP AQIR will be submitted to the Spring or Summer Teaching Quality Committee meeting. |

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| 1. COURSE INFORMATION | |
| Course Title |  |
| Course Director |  |
| Collaborative Partner(s) *(if applicable)* |  |
| 1. COURSE STATISTICS ([Appendix 1](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/course-statistics.cfm)) | |
| Comments on recruitment: including comparison with previous years | |
| Comments on contextual data: including comparison with previous years | |
| Comments on achievement: including comparison with previous years | |
| Comments on progression in relation to within course and after graduation as appropriate: including comparison with previous years | |
| Comments on results of ‘Graduate Outcomes Survey’  *AQIRs for 2021/22 will include GOS data covering graduates from August 2019 – July 2020. The Graduate Outcomes survey is conducted with individuals who graduated 18 months prior.* | |
| Any other comments: | |
| 1. **COURSE REVIEW**   When completing review topics below, all evidence should be considered including:   * [Module Reviews](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/module-strand-reviews.cfm?) * [Satisfaction survey results (Appendix 2)](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/student-surveys.cfm) * [External Examiner Reports (Appendix 3)](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/external-examiners) * [Periodic Review report (if relevant)](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/periodic-reviews.cfm) * [Validation report (if relevant)](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/validations.cfm)   Evidence can be accessed using the hyperlinks provided above. If you cannot locate any items please contact the  Academic Quality Administrator ([AQOfficerSE@rvc.ac.uk](mailto:AQOfficerSE@rvc.ac.uk)). | |
| 3.1 Course/Year content  In particular, identify omissions/duplication, areas of content requiring more/less coverage or a change in emphasis | |
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| 3.2 Teaching methods  In particular, identify effectiveness of different teaching method, forms of teaching which might require more/less emphasis | |
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| 3.3 Assessment and formative feedback  In particular, evaluate the effectiveness of the methods of formative assessment used, please also comment upon the opportunities for formative feedback across the modules/strand and if applicable plans to provide more opportunities for formative feedback | |
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| 3.4 Staffing and resources  Summarise changes during the year and proposed changes to staffing, classrooms, laboratories, libraries, computing etc. | |
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| * 1. **Satisfaction survey results (Appendix 2)**   Respond to the results, including any recurring themes in the open comments. Record any actions to be taken in response to the results in the Action Plan section 4. | |
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| **3.6 General Student Feedback**  For example from verbal communication and/or modules | |
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| **3.7 Collaborative provision**  The author of this report should invite a named colleague from the collaborative partner(s) to co-author responses to this section. This demonstrates that the partner has been involved in the annual review process and that the partnership has also been reviewed to some extent.   * Please identify ways in which the collaborative activities have enhanced the quality of the provision in the year under review. * Please identify any challenges that have arisen directly from the collaborative nature of the provision. * Please identify areas of good practice and proposed developments for the future. | |
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| **3.8 Quality enhancement/Notable successes**  Things that worked well and examples of good practice which can be disseminated in the RVC | |
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| **3.9 Any other issues**  Comment on any other issues or feedback | |
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| **3.10 (IF RELEVANT) Periodic Review/Validation Report(s)**  Consider findings of panel and subsequent report | |
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| **3.11 (CERT AVP ONLY) Module Survey results**  Respond to the results of module surveys. In particular, you are required by the Teaching Quality Committee to respond to any low scoring questions | |
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| 1. **ACTION PLAN**   Ensure that for each action you select the topic under which the action lies and detail what evidence there is to support the action:   * Roll over outstanding actions from last year’s AQIR. * Check all actions from the associated External Examiners Report are copied into the action plan and under the ‘Topic’ column select option 3. Assessment and formative feedback. * Add actions resulting from section 3. Course Review. Add a new row for each action. | | | | | |
| **Topic (choose from list below)**  1. Content  2. Teaching methods  3. Assessment and formative feedback (including actions from App 3 External Examiner Reports)  4. Staffing and resources  5. Other  6. (IF RELEVANT) Periodic Review/Validation Report(s) | **Date action raised** | **Action** | **Progress to date** | **Responsible Person(s) Role title and name** | **Action Status (choose one from - In progress/ Completed)** |
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| REPORT SUBMISSION | |
| Course Director Name |  |
| Signature |  |
| Required submission date:  at least 2 weeks prior to meeting of the ‘Annual Quality Improvement Group’ | **Date submitted:** |