**INFORMATION FOR COLLABORATIVE PARTNERS (INTERNSHIPS)**

**RVC ACADEMIC QUALITY ASSURANCE & ENHANCEMENT PROCESSES**

Course evaluation surveys

* The RVC collects feedback from Interns, through online surveys, on their experiences of taught postgraduate courses (including the Postgraduate Diploma in Veterinary Clinical Practice).
* Survey results are considered by the RVC Course Director and the Chair of RVC Teaching Quality Committee.
* The Course Director will inform staff at the Collaborative Partner of any issues raised by the results as appropriate.
* If they wish to do so, Collaborative Partners may conduct their own internal feedback processes in addition to those undertaken by the RVC.

Module Review and Annual Quality Improvement (AQI) Report

The Module Leaders for each specialism write an annual Module Review on the conclusion of teaching and when the analyses of the Course evaluation surveys have been received, with input from staff of Collaborative Partners where applicable. The Module Review is submitted to the Course Director, who writes an Annual Quality Improvement Report to encompass all specialisms of the Postgraduate Diploma in Veterinary Clinical Practice, using (inter alia):

* information from the Module Reviews;
* results of the Course evaluation surveys;
* conversations that have taken place between the Course Director and individual Module Leaders;
* discussions at relevant Course Management Committee and other meetings etc.

Appraisals

Interns are encouraged to provide feedback about all aspects of their Internship during their appraisals.

Periodic Review

Periodic Reviews of courses are conducted once every six years. It is possible that the Periodic Review Panel would wish to meet a representative of the Collaborative Partner, usually for an hour or so along with representatives from other Collaborative Partners.

Content development, curriculum planning, teaching and learning, and assessment planning

Representatives from Collaborative Partners are involved wherever possible in discussions on curriculum planning, teaching and learning, and assessment planning, where applicable.

Changes to the Postgraduate Diploma may be requested by colleagues at the RVC or at the Collaborative Partner and are considered according to the RVC Academic Quality Assurance and Enhancement Procedure for monitoring and review of programmes of study (see link to this procedure later in this document).

The template for Module review will include a dedicated field for comments arising from review of the Modules by staff of the Collaborative Partner, such comments to be shared with the relevant Course Management Committee. As mentioned in the “Module Review” section above, Module Reviews additionally inform the development of the RVC Course Director’s Annual Quality Improvement (AQI) report.

Assessment and Feedback to Interns

The Collaborative Partner (normally, the supervisor) is responsible for provision of individual verbal feedback on an Intern’s progress during the Internship. A link to the College’s current Feedback Policy & Guidance document is provided later in this document.

Assessment is determined based on the assessment criteria set out in the Assessment and Award Regulations for the Postgraduate Diploma. If you have not received the current version of this document please ask either your designated liaison/contact person, the RVC Course Director or the Collaborative Programmes Officer for this.

Training in teaching and in RVC’s assessment policies and procedures for internships is provided as required and attendance at INSET days is encouraged.

**HEALTH AND SAFETY**

The Health and Safety section of the Memorandum of Agreement governing this arrangement refers to *“relevant academic/clinical lead(s) for the Internship and the RVC Corporate Health and Safety Team”* in connection with notification/reporting of incidents by the Collaborative Partner.

Depending on the RVC academic department under which the internship is ‘sited’ (your designated RVC liaison officer will be able to advise further), the relevant RVC academic/clinical lead will be one or both of:

* Prof Ken Smith, Head of Department of Pathobiology and Population Sciences (ksmith@rvc.ac.uk);
* Prof Holger Volk, Head of Department of Clinical Science and Services (hvolk@rvc.ac.uk);

The Corporate Health and Safety Team consists of Mr Ian Constantine, Corporate Health and Safety Officer (email: iconstantine@rvc.ac.uk), and Ms Julie Forster, Corporate Health and Safety Manager (email: julieforster@rvc.ac.uk).

**AUDITS BY PSRBs / RELEVANT BODIES – FREQUENCY/DATES AND RESOURCE REQUIREMENTS ON COLLABORATIVE PARTNERS.**

Visits by accrediting bodies

The next visitation will take place between 4th November and 9th November 2018.

The following accrediting bodies will be in attendance:

* American Veterinary Medical Association (AVMA)
* Australasian Veterinary Boards Council Inc. (AVBC)
* European Association of Establishments for Veterinary Education (EAEVE)
* Royal College of Veterinary Surgeons (RCVS)
* South African Veterinary Council (SAVC)

It is possible, though by no means guaranteed, that the accrediting bodies will wish to either visit the Collaborative Partner’s premises and/or invite representatives of the Collaborative Partner to the RVC during the visitation to meet with the panel. The RVC will work with the Collaborative Partner in the planning and preparation for any such visits/meetings.

Visits by national quality assurance agencies/institutions

In the past, institutional visits by the Quality Assurance Agency for Higher Education (QAA) have usually taken place once every 5-6 years. The last such visit was the Higher Education Review that took place in February 2015, when a team of QAA reviewers visited the College and judged that its academic standards, the quality of its student learning opportunities, and the quality of information about its learning opportunities all meet UK expectations. The enhancement of its student learning opportunities was commended. Staff of Collaborative Partners were not called to meetings at the College by the Higher Education Review team, nor did the team request a visit to the premises of any Collaborative Partner.

**RVC ACADEMIC POLICIES, PROCEDURES, FORMS AND REGULATIONS**

[RVC Academic Quality, Regulations and Procedures](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/) (as applicable), to include:

Academic Quality Assurance & Enhancement Procedures

* [Collaborative Provision](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/collaborative-provision)
* [Curriculum Managers](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/curriculum-managers)
* [Curriculum Managers Roles and Responsibilities](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Academic%20Quality%20Assurance%20and%20Enhancement%20Procedures/Curriculum%20Managers/AQAEP_ROLES_AND_RESPONSIBILITIES_OF_CURRICULUM_MANAGERS.pdf) (PDF)
* [Procedure, Criteria and Nomination Form](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Academic%20Quality%20Assurance%20and%20Enhancement%20Procedures/Curriculum%20Managers/Procedure_Appointment_Criteria_Curriculum_Managers_05%2002%2016.doc) for appointing Curriculum Managers (DOC)
* [Module Development and Approval](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/modules)
* [Module and Strand Review](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/module-and-strand-review) - including the review of Intramural Rotations (IMR) and the Electives
* [2017-18 Module review template (for Module Leaders to complete)](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Academic%20Quality%20Assurance%20and%20Enhancement%20Procedures/Module%20and%20Strand%20Review%202015-16/ModRev%2017-18%20Template.docx) (MS Word)
* [Monitoring and Review of Courses](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/monitoring-and-review-of-courses)
* [Programme Specifications](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/programme-specifications)
* [Strategy for Enhancement and Assurance of the Quality of Learning, Teaching and](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Academic%20Quality%20Assurance%20and%20Enhancement%20Procedures/AQAEP_STRATEGY.pdf)

[Assessment, 2013-18](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Academic%20Quality%20Assurance%20and%20Enhancement%20Procedures/AQAEP_STRATEGY.pdf) (PDF)

* [Student Engagement](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/student-engagement)
* [Student, Graduate and Employer Surveys](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Academic%20Quality%20Assurance%20and%20Enhancement%20Procedures/STUDENT%20GRADUATE%20AND%20EMPLOYER%20EVALUATION%20SURVEYS.pdf) (PDF)

Examiners & Assessment

* [Feedback to Taught Students at the RVC – Policy & Guidance](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Examiners%20and%20Assessment/Feedback%20Policy%202016_17.pdf) (PDF)
* [General Assessment Regulations for Taught Courses](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Examiners%20and%20Assessment/General%20Assessment%20Regulations%20for%20Taught%20Courses%20from%202014-15%20onwards.pdf) (PDF)
* [College Common Grading Scheme](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Examiners%20and%20Assessment/common-grading-scheme.pdf) (PDF)
* [College 0-10 Marking Scheme](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Examiners%20and%20Assessment/0-10_Marking_Scheme.pdf) (PDF)

General

* [Student Complaints and Resolution Procedure](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/General/Complaints%20raised%20by%20students%20and%20applicants%202016%20update.docx) (DOC)
* [Basics of the Complaints Procedure](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/General/Basics%20of%20the%20Complaint%20Procedure.pdf) (PDF)
* [Making a complaint](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/General/making%20a%20complaintprdc.pdf) (PDF)
* [General Regulations for Study and Award](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/General/General%20Regulations%20for%20Study%20and%20Award.pdf) (DOC)
* [RVC Charter](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/General/THE%20ROYAL%20VETERINARY%20COLLEGE%20CHARTER.pdf) (PDF)

Teaching and Learning

* [Credit](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Teaching%20and%20Learning/Credit%20Credit%20Accumulation%20and%20Modules.pdf) (PDF)
* [Learning, Teaching and Assessment Enhancement Strategy 2014-2019](http://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Teaching%20and%20Learning/Learning%20Teaching%20and%20Assessment%20Enhancement%20Strategy%202014-19%20FINAL.pdf) (PDF)

**RVC & UNIVERSITY OF LONDON: STANDARDS & REQUIREMENTS**

* [Regulation 1](https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations#university-of-london-awards) (University of London Awards) of the University of London
* [RVC Strategic Plan 2014 – 2019](http://www.rvc.ac.uk/Media/Default/publications/rvc-strategic-plan-2014-2019.pdf) (PDF)
* [RVC Academic Committee Handbook 2017-18](https://www.rvc.ac.uk/Media/Default/About/Governance%2C%20Policy%20and%20Legal/Academic%20Committees/Academic%20Committee%20Handbook%202017-18%20v1.pdf) (PDF)
* [RVC Anti-Bribery Policy (May 2013)](https://intranet.rvc.ac.uk/Finance/Policies/Anti-bribery%20policy%20Final%20May13.docx) (DOC)
* [RVC Anti-Bribery Guidelines (June 2018)](https://intranet.rvc.ac.uk/Finance/Policies/Anti-bribery%20Guidelines_June18.docx) (DOC)
* RVC Financial Regulations *(available from RVC Finance department)*

**OTHER RVC POLICIES, DOCUMENTS AND RESOURCES RELEVANT TO INTERNSHIPS**

* [Code of Practice for Interns and Residents 2018](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/General/Code%20of%20Practice%20CTS%20-%202018%20final.pdf)  (PDF)

**NATIONAL BENCHMARKING INSTITUTIONS: STANDARDS & REQUIREMENTS**

Accrediting bodies - competences, skills and accreditation requirements

**Requirement for accreditation of the College as a whole**

* AVMA Requirements of an Accredited College of Veterinary Medicine (The Standards of Accreditation)

<https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Colleges/Pages/coe-pp-requirements-of-accredited-college.aspx>

External reference points (generic to UK higher education)

**QAA UK Quality Code for Higher Education**

* [Part A: Setting and maintaining academic standards](http://www.qaa.ac.uk/en/quality-code/the-existing-uk-quality-code/part-a-setting-and-maintaining-academic-standards), incorporating:
	+ [QAA (2014) Framework for Higher Education Qualifications](http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf?sfvrsn=170af781_12) (PDF);
	+ [QAA (2015) Master's Degree Characteristics Statement](http://www.qaa.ac.uk/docs/qaa/quality-code/master%27s-degree-characteristics-statement.pdf?sfvrsn=6ca2f981_10) (PDF);
	+ [QAA (2002) Subject benchmark statement for Veterinary Science](http://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-veterinary-science-masters.pdf?sfvrsn=2192f681_12) (PDF);
	+ [QAA (2008) Higher education credit framework for England: guidance on academic credit arrangements in higher education in England](http://www.qaa.ac.uk/docs/qaa/quality-code/academic-credit-framework.pdf?sfvrsn=940bf781_12) (PDF)
* [Part B: Assuring and Enhancing Academic Quality](http://www.qaa.ac.uk/en/quality-code/the-existing-uk-quality-code/part-b-assuring-and-enhancing-academic-quality), with particular regard to Chapters:
* [B1: Programme design, development and approval](http://www.qaa.ac.uk/docs/qaa/quality-code/chapter-b1_-programme-design_-development-and-approval.pdf?sfvrsn=b100f781_10);
* [B3: Learning and teaching](http://www.qaa.ac.uk/docs/qaa/quality-code/chapter-b3_-learning-and-teaching.pdf?sfvrsn=3500f781_8);
* [B6: Assessment of Students and the Recognition of Prior Learning](http://www.qaa.ac.uk/docs/qaa/quality-code/chapter-b6_-assessment-of-students-and-the-recognition-of-prior-learning.pdf?sfvrsn=9901f781_8); and
* [B10: Managing higher education provision with others](http://www.qaa.ac.uk/docs/qaa/quality-code/chapter-b10_-managing-higher-education-provision-with-others.pdf?sfvrsn=8c02f781_8) (for Collaborative Provision)

**NON-RVC DOCUMENTS RELEVANT TO MRCVS**

* [RCVS Code of Professional Conduct for Veterinary Surgeons](http://www.rcvs.org.uk/advice-and-guidance/code-of-professional-conduct-for-veterinary-surgeons/)
* [RCVS Continuing Professional Development Policy 2015](http://www.rcvs.org.uk/document-library/cpd-policy/cpd-policy-2015.pdf) (PDF)