**INFORMATION FOR COLLABORATIVE PARTNERS (ROTATIONS)**

**RVC ACADEMIC QUALITY ASSURANCE & ENHANCEMENT PROCESSES**

Student surveys

* Rotation students complete online surveys about their experiences at the Collaborative Partner. Collaborative Partners will not need to administer these surveys but may, if wished, conduct their own internal feedback processes in addition to those undertaken by the RVC.
* The RVC Academic Quality Officer (Student Engagement) analyses the qualitative and quantitative data and sends the results to the RVC Rotations Director and the Chair of RVC Teaching Quality Committee.
* If there are any issues the Rotations Director and Chair of TQC will decide how to deal with them and contact the Rotation Leader and then staff at the Collaborative Partner if necessary.  It is expected that the Rotation Leader would deal with the majority of issues.
* The results of student surveys are sent to the Rotation Leaders, who distribute the results to other staff involved in the Rotation.

Rotation evaluation forum

* Staff-student Rotation evaluation forums are held biannually
(once half way through the Rotations cycle and once at the end).
* The staff in attendance are usually the Director of Rotations, Vice Principal (Students) and Chair of TQC. The Collaborative Partner is not required at these meetings.

Staff teaching survey

* Staff of the Collaborative Partner would not be subject to the staff teaching survey.

National Student Survey (NSS)

The NSS is for final year undergraduates and the survey is run by Ipsos MORI, a leading marketing company in the UK. There is no involvement by the Collaborative Partner.  Results are considered by RVC.

Annual review and Annual Quality Improvement (AQI) Report

* The Rotation Leader writes an annual Rotation Review, with input from staff of Collaborative Partners, and submits this to the Rotations Director. The Rotations Director then writes an AQI Report to encompass all Intra Mural Rotations, using (inter alia):
	+ information from the Rotation Reviews;
	+ results of the student surveys;
	+ conversations that have taken place between the Rotations Director and individual Rotation Leaders;
	+ discussions at Undergraduate Medicine Course Management Committee etc.

Periodic Review

Periodic Reviews of courses (e.g. BVetMed) are conducted once every six years.

It is possible that the BVetMed Periodic Review Panel would wish to meet a representative of the Collaborative Partner, usually for an hour or so along with representatives from other Intra Mural Rotations.

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 relevant to Rotations.

Where a Rotation is delivered and assessed by the Collaborative Partner, the RVC Rotation Leader and the Collaborative Partner’s Rotation Coordinator will work together to develop course content aligned with the agreed Aims and Intended Learning Outcomes for the Rotation.

The template for annual review of each Rotation includes a dedicated field for comments, arising from review of the Rotation by staff of the Collaborative Partner, to be shared with the Undergraduate Medicine Course Management Committee. Rotation Reviews additionally inform the development of the RVC Rotations Director’s annual Academic Quality Improvement (AQI) report.

Assessment and Feedback to Students

The Collaborative Partner is responsible for provision of individual verbal feedback on Students’ progress at the mid-point of the Rotation and at the end. Feedback is provided to Students in the format currently used by RVC and as specified in the RVC Intramural Rotation Student Handbook

Training in in teaching and in RVC’s assessment policies and procedures for clinical rotations is provided as required and attendance at relevant INSET days is encouraged. Rotations-specific meetings/seminars and additional targeted training events are currently under consideration and any updates will be communicated to Collaborative partners as appropriate.

**HEALTH AND SAFETY**

The Health and Safety section of the Memorandum of Agreement governing this arrangement refers to *“the relevant academic/clinical lead(s) for the Rotation 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 Rotation is ‘sited’ (your Rotation Leader will be able to advise further), the relevant RVC academic/clinical lead will be one or both of:

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

 **AIMS AND INTENDED LEARNING OUTCOMES**

[Module Development and Approval](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/modules) procedures apply to development of new Rotations. Specified and approved by RVC but the Collaborative Partner should have a consultative role in developing the Aims and Intended Learning Outcomes subject to the requirements/restrictions of any PSRBs (especially the RCVS) and the aims/outcomes of Finals Part 1 as a whole.

**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
* [RVC 2017 Intake Intramural Rotation review template (for Rotation Leaders)](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/IMR%20Rev%20Feb17%20Int-1.docx) *(DOC)*
* [RVC 2018 Intake Intramural Rotation review template (for Rotation Leaders)](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/module-and-strand-review#panel-intramural-rotation-review) *(when published)*
* [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)
* [Responding to reports from Professional, Statutory and Regulatory Bodies](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality%2C%20Regulations%20and%20Procedures/Academic%20Quality%20Assurance%20and%20Enhancement%20Procedures/RESPONDING_TO_REPORTS_FROM_PSRBs_19.03.18.pdf) (PSRBs) (PDF)
* [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 BVETMED AND ROTATIONS**

* [RVC Bachelor of Veterinary Medicine Day One Skills Handbook](http://www.live.ac.uk/Media/LIVE/PDFs/day_one_handbook.pdf) (PDF)
* [Rotations February 2018 intake](https://learn.rvc.ac.uk/course/view.php?id=1245)
(RVC Learn – *requires username and password, please discuss with your RVC Rotation Leader)*
* [RVC Intramural Rotation Student Handbook 2018-19 (Part 1)](https://learn.rvc.ac.uk/pluginfile.php/145169/mod_folder/content/0/IMR%20HANDBOOK%20Part%201%202018-19.docx?forcedownload=1)
(MS Word, requires RVC Learn username and password)
* [RVC Intramural Rotation Student Handbook 2018-19 (Part 2)](https://learn.rvc.ac.uk/pluginfile.php/145169/mod_folder/content/0/IMR%20HANDBOOK%20Part%202%202018-19.docx?forcedownload=1)
(MS Word, requires RVC Learn username and password)

**NATIONAL BENCHMARKING INSTITUTIONS: STANDARDS & REQUIREMENTS**

Accrediting bodies - competences, skills and accreditation requirements

**Skills and competences expected of graduates of the BVetMed (and other UK veterinary degrees)**

* RCVS Essential competences required of the new veterinary graduate: Day one skills (PDF)

<https://www.rcvs.org.uk/document-library/day-one-skills/DayOneSkills.pdf>

* RCVS Day One Competences (last updated March 2014) (PDF)

<https://www.rcvs.org.uk/document-library/day-one-competences/1day-one-competences-updated-26-march-2014.pdf>

**Requirements for accreditation of the BVetMed course (and other UK veterinary degrees)**

* [RCVS Standards and procedures for the accreditation of veterinary degrees](http://www.rcvs.org.uk/document-library/rcvs-accreditation-standards/accreditation-standards.pdf) (Nov 2017) (PDF)

<https://www.rcvs.org.uk/document-library/rcvs-accreditation-standards/1rcvs-accreditation-standards-2017.pdf>

(see in particular Annex 5 - “Distributed” veterinary clinical education models)

**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>

* AVMA COE Accreditation Policies and Procedures: Off-campus (including COE Guidelines for Implementation of a Distributive Veterinary Clinical Education Model)

<https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Colleges/Pages/coe-pp-off-campus-and-distributive-sites.aspx>

(this applies to the RVC in respect of collaborative Rotations providers)

* AVMA Distributive Model: Off-Site Inspection Guide (PDF)

<https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Colleges/Documents/coe_pp_appendix_f.pdf>

(this form will be used by AVMA site visit teams to evaluate off-campus providers. Note that according to the AVMA guidelines all areas (on or off-campus) where all students are required to go to for learning (core sites) or all areas where all students in a specific track are required to go for learning (core track sites) must be included in an AVMA facilities tour)

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 BVETMED AND ROTATIONS**

* [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)