Royal Veterinary College
University of London

REVIEWS OF MODULES, TLIHE & BVETMED: STRANDS; ROTATIONS; ELECTIVES AND RESEARCH PROJECT 2

1. PURPOSE

1.1 The purpose of this procedure is to ensure that there is a systematic annual process of review for:
- Course Modules
- the Teaching and Learning in Higher Education course (TLiHE)
- BVetMed Strands, Intramural Clinical Rotations and Research Project 2.

1.2 Reviews are used to document any necessary future changes to the delivery of content, things that went well and not as well as hoped, and to share good teaching practice. The reviews may also include consideration of student feedback received by whatever available means.

2. SCOPE

2.1 This procedure currently encompasses the taught modules in the FdSc, BSc, MSci, MSc, PG Dip, PG Cert, Grad Dip and Grad Cert Courses, and the Strands, Intramural Clinical Rotations, and Research Project 2 of the BVetMed.

2.2 For courses delivered in partnership with others (e.g. with another Higher Education Provider), please contact the Academic Quality Administrator to check if the 'review' procedure differs to that outlined here.

2.3 Completion of Annual Quality Improvement Reports is mentioned throughout this procedure. For detail of the process for completion and approval of Annual Quality Improvement Reports, including template report forms, please visit the 'Monitoring and Review of Courses' procedure here.

2.4 Reviews are not currently required for Electives; instead the BVetMed Elective Director completes an Annual Quality Improvement Report.

3. ASSOCIATED DOCUMENTS / INFORMATION / CONTACTS

- Module Review Form
- Teaching and Learning in Higher Education (TLiHE) Review Form
- Strand Review Form
- Intramural Clinical Rotations Review Form
- Research Project 2 Review Form

The above forms can be found here

- Annual Quality Improvement Report Form – available here
- Student, Graduate and Employer Surveys – available here
- Previously completed reviews are published on the intranet here.
- Review Tracker – used by the Academic

Quality Administrator to request and chase for reviews.

- Academic Quality Administrator (AQOfficerSE@rvc.ac.uk)

4. PROCEDURE

Modules

4.1 The Academic Quality Administrator maintains a 'review tracker' which they use to request reviews from the relevant authors. The Academic Quality Administrator will send at least two reminders to the relevant author ahead of expected submission of a review.

4.2 After the conclusion of a module, the Module Leader should seek the comments of staff involved in the delivery of the module to complete the Module Review form.

4.3 The **PG Dip in Veterinary Clinical Practice Module Leaders** will each complete one Module Review form per academic year, to cover all modules within the specialist area, such as Equine, Production Animal, Small Animal, Exotic Animal and Pathology.

4.4 The Module Review form should detail any proposed changes to the module and to assess how successfully it ran, including consideration of any student feedback received e.g. from results of student surveys provided by Academic Quality, or from committee meetings, course reps etc.

4.5 The Module Leader will forward the completed Module Review form to the Academic Quality Administrator and to the Course Director/Year Leader for consideration when they write their Annual Quality Improvement Report, (referred to as the Annual Programme Planning and Review for Veterinary Epidemiology and Public Health & Livestock Health and Production run by the RVC and University of London Worldwide).

4.6 The Module Leader should submit the Module Review form within twenty working days of it finishing.

4.7 The Academic Quality Administrator will read the review form, particularly to identify any items to be brought to the attention of the relevant Course Management Committee(s), and to ensure that the form has been completed to a satisfactory standard. The Academic Quality Administrator will then file and upload the Module Review form to the intranet for internal access only. Module Reviews will be used for Institutional Audit, quality assessment and accreditation.

4.8 The Academic Quality Administrator will submit a list of outstanding Module Reviews to the Academic Quality Manager and Chair of the Teaching Quality Committee on a termly basis.

Teaching, Learning in Higher Education (TLiHE)

4.9 The Academic Quality Administrator maintains a 'review tracker' which they use to request reviews from the relevant authors. The Academic Quality

Administrator will send at least two reminders to the relevant author ahead of expected submission of a review.

4.10 The Teaching, Learning in Higher Education (TLiHE) course will be reviewed annually in January. The Course Director should seek the comments of staff involved in the delivery of the TLiHE to complete the review form.

4.11 The TLiHE Review should detail any proposed changes to the course and to assess how successfully it ran, including consideration of any student feedback received e.g. from results of student surveys provided by Academic Quality, or from committee meetings, course reps etc.

4.12 The Course Director will forward the completed TLiHE Review form to the Academic Quality Administrator who will ensure it is considered by the relevant committees, such as the Veterinary Education and PG Medicine Course Management Committees and the Research Degrees Committee.

Strands 'BVetMed'

4.13 The Academic Quality Administrator maintains a 'review tracker' which they use to request reviews from the relevant authors. The Academic Quality Administrator will send at least two reminders to the relevant author ahead of expected submission of a review.

4.14 All Strands will be reviewed annually at the end of teaching in each academic year. The Strand Leader should seek the comments of staff involved in the delivery of the strand across all years of the BVetMed to complete the Strand Review form.

4.15 The Strand Review should detail any proposed changes to the strand and to assess how successfully it ran, including consideration of any student feedback received e.g. from results of student surveys provided by Academic Quality, or from committee meetings, course reps etc.

4.16 The Strand Leader will forward the completed Strand Review form to the Academic Quality Administrator and to the Year Leaders for incorporation of relevant material into their Annual Quality Improvement Reports.

4.17 The Strand Leader should submit the Strand Review form within twenty working days of it finishing.

4.18 The Academic Quality Administrator will read the review form, particularly to identify any items to be brought to the attention of the relevant Course Management Committee, and to ensure that the form has been completed to a satisfactory standard. The Academic Quality Administrator will then file and upload the Strand Review form to the intranet for internal access only. Strand Reviews will be used for Institutional Audit, quality assessment and accreditation.

4.19 The Academic Quality Administrator will submit a list of outstanding Strand Reviews to the Academic Quality Manager and Chair of the Teaching Quality Committee annually in early August.

BVetMed - Intramural Clinical Rotations (IMR)

4.20 The Academic Quality Administrator maintains a 'review tracker' which they use to request reviews from the relevant authors. The Academic Quality Administrator will send at least two reminders to the relevant author ahead of expected submission of a review.

4.21 All Rotations will be reviewed annually by the Rotation Leader, once rotations are complete for the intake of BVetMed students. The Rotation Leader should seek the comments of staff involved in the delivery of the Rotation to complete the Rotation Review form.

4.22 The Rotation Review should detail any proposed changes to the Rotation and to assess how successfully it ran, including consideration of any student feedback received e.g. from results of student surveys provided by Academic Quality, or from committee meetings, course reps etc.

4.23 The Rotation Leader will forward the completed Rotation Review form to the Academic Quality Administrator and to the Rotation Director for incorporation of relevant material into their Annual Quality Improvement Report.

4.24 The Rotation Leader should submit the Rotation Review form within twenty working days of it finishing.

4.25 The Academic Quality Administrator will read the review form, particularly to identify any items to be brought to the attention of the relevant Course Management Committee, and to ensure that the form has been completed to a satisfactory standard. The Academic Quality Administrator will then file and upload the Rotation Review form to the intranet for internal access only. Rotation Reviews will be used for Institutional Audit, quality assessment and accreditation.

4.26 The Academic Quality Administrator will submit a list of outstanding Rotation Reviews to the Academic Quality Manager and Chair of the Teaching Quality Committee annually in early August.

BVetMed – Research Project 2

4.27 The Research Project 2 Director receives the results of student surveys from Academic Quality in order to record general points of praise, concern and forward looking action in the Research Project 2 review form.

4.28 The Research Project 2 Director is to forward their review form to the BVetMed Course Director for inclusion into their Overview Annual Quality Improvement Report.

4.29 The Academic Quality Administrator will send the Research Project 2 Director at least one annual reminder to forward their review onto the Course Director. This will usually occur at the beginning of the autumn term.