

**Academic Quality Team**

\*Glossary included at the end of this document

<b>Tasks</b>	<b>Academic Quality Administrator (Standards) - Grade 4, FTE: 0.6 (21hrs/wk)</b>	<b>Academic Quality Administrator (Student Engagement) - Grade 4, FTE 0.57 (20hrs/wk)</b>	<b>Senior Academic Quality Officer – (Standards) - Grade 6, FTE: 0.73 (25.5hrs/wk)</b>	<b>Senior Academic Quality Officer – (Student Engagement) - Grade 6, FTE 0.54 (19hrs/wk)</b>	<b>Collaborative Programmes Officer Grade6, FTE 1.0, (35hrs/wk)</b>	<b>Academic Quality Manager - Grade 7, FTE: 1.0, (35hrs/wk)</b>
<b>Line Management responsibility for</b>			- Academic Quality Officer (Standards) Grade 4	- Academic Quality Officer (Student Engagement) Grade 4		- Academic Quality Senior Officers for Standards and Student Engagement - Collaborative Programmes Officer
<b>Strategic Plan</b>			- KPIs – Standards & Student Surveys	- KPIs – Student Engagement & Surveys	KPIs -	- Quality Strategy – overall responsibility
<b>UoL</b>						- QA Schedule for MSc LHP & VEPH - APPR meetings - Liaise/Attend AQAC
<b>OfS/Quality Reviews</b>	- 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

<b>PSRB Accreditation Visits</b>	<ul style="list-style-type: none"> <li>- General admin support, e.g. travel &amp; accommodation bookings</li> </ul>	<ul style="list-style-type: none"> <li>- General admin support, e.g. travel &amp; accommodation bookings</li> </ul>	<ul style="list-style-type: none"> <li>- Assists Project Manager</li> </ul>	<ul style="list-style-type: none"> <li>- Assists Project Manager</li> </ul>	<ul style="list-style-type: none"> <li>- Assists Project Manager</li> </ul>	<ul style="list-style-type: none"> <li>- Project Manager</li> </ul>
<b>AQAEPs (in particular)</b>	<ul style="list-style-type: none"> <li>- Uploads to website</li> <li>- Coordinates updates to AARs</li> </ul>	<ul style="list-style-type: none"> <li>- Uploads to website</li> <li>- Coordinates updates to Programme Specifications</li> </ul>	<ul style="list-style-type: none"> <li>- External Examiners</li> <li>- Internal Examiners</li> <li>- AARs</li> </ul>	<ul style="list-style-type: none"> <li>- Student Surveys</li> <li>- Student Engagement</li> <li>- Prog Specs</li> </ul>	<ul style="list-style-type: none"> <li>- Collaborative Provision</li> <li>- Design and Approval of Courses</li> </ul>	<ul style="list-style-type: none"> <li>- Oversee all, incl Module Development and Approval</li> <li>- Closure of Courses</li> <li>- Monitoring and Review of Courses</li> </ul>
<b>Curriculum Managers</b>		<ul style="list-style-type: none"> <li>- Process nominations for Curriculum Manager appointments and publish up to date lists on website</li> <li>- Maintain the 'Key Contacts' lists</li> </ul>	<ul style="list-style-type: none"> <li>- Update Module/Strand Leader Handbook</li> </ul>			<ul style="list-style-type: none"> <li>- Update Curriculum Manager Roles and Responsibilities</li> </ul>
<b>Intranet</b>	<ul style="list-style-type: none"> <li>- Updates and maintains Academic Quality pages</li> </ul>	<ul style="list-style-type: none"> <li>- Updates and maintains Academic Quality pages</li> </ul>				
<b>Validation</b>	<ul style="list-style-type: none"> <li>- General admin support, e.g. compiling supporting documentatio</li> </ul>	<ul style="list-style-type: none"> <li>- General admin support, e.g. compiling supporting documentatio</li> </ul>	<ul style="list-style-type: none"> <li>- Assists / Secretary</li> </ul>	<ul style="list-style-type: none"> <li>- Assists / Secretary</li> </ul>	<ul style="list-style-type: none"> <li>- Assists / Secretary</li> </ul>	<ul style="list-style-type: none"> <li>- Manages process / Secretary</li> </ul>

	n, travel & accommodation bookings	n, travel & accommodation bookings				
<b>You Said...We Did...</b>	- Updates (for particular courses, see surveys below)	- Updates (for particular courses, see surveys below)		- Oversee		
<b>Academic Committee Handbook</b>		- Maintain membership lists, meeting dates and the Academic Committee section of website		- Update the Academic Committee Handbook - Train Chairs and Secretaries		
<b>SU/ SU Course Reps</b>		- Maintain lists of		- Training - Support		- Fees & Expenses
<b>Internal &amp; External Examiners</b>	- External Examiner Fees & Expenses - Assist in organising meetings with SU Course Reps - Appointment of Exam Board Chairs and Deputies		- Oversee - Training - Reports - Appointments & RTW check - Organise meetings with SU Course Reps			

	<ul style="list-style-type: none"> <li>- Update Exam Board Membership lists (where relevant)</li> <li>- Update Lists of Internal Examiners &amp; Assessors</li> </ul>					
<b>Survey Admin</b>	<p>List of particular courses to admin for all relevant surveys detailed below:</p> <p><b>UG:</b>  BVetMed  Gateway  G Year  BSc AHD</p> <p><b>PG:</b>  Cert AVP  PG Dip VCP  PG Cert VCS  MVetMed  MSc VEPH &amp; LHP  MSc Vet Ed</p> <p><b>Module/Strand/Rotation/Elective surveys:</b></p> <ul style="list-style-type: none"> <li>- Module</li> <li>- BVetMed Strand</li> </ul>	<p>List of particular courses to admin for all relevant surveys detailed below:</p> <p><b>UG:</b>  BSc, MSci Biosciences  FdSc and BSc  Veterinary Nursing  Grad Cert Advanced  Veterinary Nursing  Grad Dip ELR</p> <p><b>PG:</b>  MSc WAB  MSc WAH  MSc Vet Epi  MSc One Health  PG Cert Advanced  Veterinary Nursing</p> <p><b>Module/Strand/Rotation/Elective surveys:</b></p> <ul style="list-style-type: none"> <li>- Module</li> </ul>	<ul style="list-style-type: none"> <li>- NSS</li> <li>- PRES</li> </ul>	<ul style="list-style-type: none"> <li>- PTES</li> <li>- Barometer</li> <li>- Oversee administration of the RVC Graduate and RVC Employer survey administration</li> <li>- Oversee administration of the RVC Experience Survey</li> </ul>		

	<ul style="list-style-type: none"> <li>- BVetMed Elective Staff</li> <li>- BVetMed Elective Student</li> <li>- BVetMed Rotation</li> </ul> <p><b>Atypical surveys:</b></p> <ul style="list-style-type: none"> <li>- BVetMed Research Project 2</li> <li>- Certificate in Advanced Veterinary Practice</li> <li>- UoL</li> <li>- MVetMed</li>   <li>- <b>RVC Experience survey</b></li>   <li>- <b>RVC Graduate BVetMed</b></li>   <li>- <b>RVC Employer BVetMed</b></li> </ul>	<p><b>Atypical surveys:</b></p> <ul style="list-style-type: none"> <li>- TLiHE</li> <li>- King's College London surveys</li>   <li>- <b>RVC Experience survey</b></li>   <li>- <b>RVC Graduate Survey (Biosciences BSc &amp; MSci, FdSc &amp; BSc VN, Cert AVN)</b></li>   <li>- <b>RVC Employer</b></li> </ul>				
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	- <b>RCVS Professional Development Advisor Survey and Participant Survey</b>	<b>(Biosciences BSc &amp; MSci, FdSc &amp; BSc VN, Cert AVN)</b>				
<b>Student forums</b>	- Biannual BVetMed Rotation Evaluation Forums			- Biannual BVetMed Rotation Evaluation Forums		
<b>Periodic Reviews &amp; Reviews e.g. module, strand, rotation</b>	- Assists secretaries for Periodic Course & Interim Reviews  <b>UG Strands Reviews:</b> BVetMed <b>UG Other:</b> BVetMed Rotation BVetMed Research Project 2 <b>UG Modules Reviews:</b> Gateway G Year <b>PG Modules Reviews:</b>	- Assists secretaries for Periodic Course & Interim Reviews  <b>UG Module Reviews:</b> BSc MSci FdSc VN Grad Dip ELR Grad Cert AVN <b>PG Modules Reviews:</b> MSc WAB MSc WAH MSc Vet Epi	- Secretary for Periodic Course & Interim Reviews	- Secretary for Periodic Course & Interim Reviews	- Secretary for Periodic Course & Interim Reviews	- Secretary for Periodic Course & Interim Reviews

	PG Dip VCP MVetMed MSc VEPH & LHP PG Cert/PG DIP/ MSc Vet Ed	MSc One Health PG Cert AVN  TLiHE				
<b>Annual Quality Improvement Reports</b>	For the courses responsible for (as for reviews and surveys): <ul style="list-style-type: none"> <li>- Coordinate AQIRs</li> <li>- Admin for AQIG meetings e.g. finding dates, Chairs and servicing</li> <li>- Circulate Appendices 1&amp;2</li> </ul>	For the courses responsible for (as for reviews and surveys): <ul style="list-style-type: none"> <li>- Coordinate AQIRs</li> <li>- Admin for AQIG meetings e.g. finding dates, Chairs and servicing</li> <li>- Circulate Appendices 1&amp;2</li> </ul>	<ul style="list-style-type: none"> <li>- TQC Summary report on Module/Strand/ Staff Teaching</li> <li>- Circulate Appendices 3 for all AQIRs</li> </ul>	<ul style="list-style-type: none"> <li>- TQC Summary report on Module/Strand/ Staff Teaching</li> </ul>		<ul style="list-style-type: none"> <li>- Quality Enhancement Review to UoL</li> <li>- TQC Annual Summary to RVC Council and OfS</li> </ul>
<b>Secretary to Working Sub-Groups</b>	<ul style="list-style-type: none"> <li>- CSF</li> <li>- AQIG</li> </ul>	<ul style="list-style-type: none"> <li>- SEQEWG</li> <li>- AQIG</li> </ul>	<ul style="list-style-type: none"> <li>- AQIG</li> <li>- ESRWG (NSS)</li> </ul>	<ul style="list-style-type: none"> <li>- AQIG</li> <li>- ESRWG (PTES)</li> </ul>	<ul style="list-style-type: none"> <li>- COVID-19</li> <li>- CCTDG</li> </ul>	<ul style="list-style-type: none"> <li>- RCVS - BVSc</li> </ul>
<b>Secretary to Committee</b>	<ul style="list-style-type: none"> <li>- UG Medicine CMC</li> </ul>		<ul style="list-style-type: none"> <li>- TQC</li> </ul>	<ul style="list-style-type: none"> <li>- LTAC</li> </ul>	<ul style="list-style-type: none"> <li>- CPDG</li> </ul>	<ul style="list-style-type: none"> <li>- Assist College Secretary with admin for Academic Board</li> </ul>
<b>Attends for info if available and if there is something of interest, or if</b>			<ul style="list-style-type: none"> <li>- LTAC</li> <li>- RDC</li> </ul>	<ul style="list-style-type: none"> <li>- TQC</li> <li>- RDC</li> </ul>	<ul style="list-style-type: none"> <li>- TQC</li> </ul>	<ul style="list-style-type: none"> <li>- All TQC</li> <li>- All AQIGs</li> <li>- MSMC</li> <li>- LTAC</li> <li>- AcBoard</li> </ul>

<b>presenting a paper</b>						
<b>Attends external meetings if available and if there is something of interest to individual/RVC</b>			<ul style="list-style-type: none"> <li>- QAA</li> <li>- OfS</li> <li>- QSN</li> <li>- AQAC</li> <li>- QPG</li> </ul>	<ul style="list-style-type: none"> <li>- QAA</li> <li>- OfS</li> <li>- QSN</li> <li>- AQAC</li> <li>- QPG</li> </ul>	<ul style="list-style-type: none"> <li>- QAA</li> <li>- OfS</li> <li>- QSN</li> <li>- AQAC</li> <li>- QPG</li> </ul>	<ul style="list-style-type: none"> <li>- QAA</li> <li>- OfS</li> <li>- QSN</li> <li>- AQAC</li> <li>- QPG</li> </ul>
<b>Carry out any reasonable duties as requested by the Academic Quality Manager, Academic Registrar and Senior Academic Quality Officers.</b>	X	X	X	X		X
<b>Collaborative Provision</b>						

**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
CSF	College Services Forum
KPI	Key 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
RDC	Research Degrees Committee
SAWG	Standards 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 Manager, 19.10.2022