

## ANNUAL QUALITY IMPROVEMENT REPORTING PROCESS

### 1. PURPOSE

The purposes of this procedure are weaknesses

- (iv) Identify and disseminate good practice.
- (v) Give praise where it is due.
- (vi) Monitor implementation of the RVC's academic policies.

### 2. SCOPE

This procedure covers all taught courses, both undergraduate and postgraduate. It does not cover research degrees or non-award-bearing continuing education.

Monitoring and evaluation of higher education is an essential process within providers, forming a fundamental part of the academic cycle. It can, and should, look at all aspects of the higher education experience. All higher education providers are involved in course monitoring and review processes as these enable providers to consider how learning opportunities for students may be improved.

For details of the mandatory expectations for quality and standards of higher education, please refer to the Office for Students [conditions of registration](#).

### 3. ASSOCIATED DOCUMENTS

- x Reviews of Modules and BVetMed: Strands; Rotations and Research Project 2, plus the Teaching and Learning in Higher Education (TLiHE) course, [procedure](#) and [forms](#)
- x

#### 4. PROCEDURE

##### Annual Quality Improvement Reports (AQIRs)

There is a standard Annual Quality Improvement Report (AQIR) form which must be completed by each Course, Elective, Rotation Director or Year Leader where applicable, except that in the case of degrees run under the auspices of the University of London Worldwide, their Annual Programme Planning and Review and Reporting form will be used.

Each AQIR form normally has three appendices items, which are to be considered by the author with forward looking actions recorded as necessary:

- x Appendix 1 Course Statistics  
Admissions/Contextual/Progression/Achievement/Destination
- x Appendix 2 Student Survey results including Graduate and Employer Survey results where relevant
- x Appendix 3 External Examiner Report

The Course Directors for the BVetMed and BSc Bio Sci suite of courses are asked to complete an overview AQIR to ensure that course-wide student survey data and external examiner reports have been reviewed with forward looking actions recorded as necessary.

The Teaching Quality Committee has a sub-group for considering AQIRs, this is called the

process.

A course/programme might be excused from needing to submit an AQIR for an academic year depending upon when a Periodic Review of the course/programme takes place. Advice must be sought from the Academic Quality Manager as to whether an AQIR is to be completed. In instances where a course is excused from submitting an AQIR, the three appendices relating to the course/programme should still be produced and considered by the relevant Course Management Committee, and the associated meeting minutes be tabled at the Teaching Quality Committee.

Membership of the TQC Sub- group for the consideration of Annual Quality Improvement Reports:

Required to attend:

- x TQC Chair or their nominee e.g. Deputy Chair of TQC (Chair)
- x Academic Quality Team member (Secretary)
- x Course Director (including Co-Course Directors and those from Collaborative Partners if applicable) or their nominee e.g. Deputy Course Director (where applicable)
- x Year Leader (where post exists)
- x Associate Dean for Undergraduate or Postgraduate Teaching and Learning
- x Exams Officer or Head of Exams if not available
- x Head of Graduate School or Head of Postgraduate Administration (for PG Diploma Veterinary Clinical Practice and MVetMed)
- x Two members of Course Support (to be nominated by the Head of Course Support)
- x Student Representative from the academic year under review (or in the case of undergraduate final years and postgraduate courses, a student rep from the current academic year)
- x PG SU Officer

Invited to attend:

- x External Member (e.g. External Member of CMC)
- x Exam Board Chair or Deputy Chair
- x

x

Table 1 : Process for submitting Annual Quality Improvement Reports (AQIR)

Stage of process	Action and Responsible person(s)	Responsible person(s)
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Table 2: Timings for the submission of Annual Quality Improvement Reports to the Secretary of the Annual Quality Improvement Group (TQC sub -group)

Autumn
BSc Animal Health and Disease
Gateway
BVetMed Year 1
BVetMed Year 2
BVetMed Graduate Year