

Welcome - Quality Assurance Survey

Post Graduate Taught (PGT) Courses - 2009-10

Quality Assurance Handbook and Template

In 2004, the University introduced the annual 'Quality Assurance Template' exercise (a detailed questionnaire), designed to allow Faculties and Departments, Divisions/ Continuing Education, and the University, to maintain oversight of the management of quality assurance procedures i.e. to confirm that basic elements of quality assurance are in place and functioning effectively, and to highlight where action needs to be taken in order to achieve this.

The questions within the Template have been based upon University policies in various areas related to educational provision, as detailed within the 'Quality Assurance (QA) Handbook' (which relates University policies to key precepts of the Quality Assurance Agency Code of Practice). The QA Handbook is available at: <http://www.admin.ox.ac.uk/epsc/handbook/handbook.pdf>.

The Template has played an essential role in annual quality assurance activities since its introduction, and has developed to take account of the movement in national thinking from quality assurance to quality enhancement:

Quality Assurance (QA) is the effective working of procedures to ensure that the standards achieved by students and the teaching provided for them are of an appropriate quality.

Quality Enhancement (QE) is the effective institutional mechanisms to ensure that good practice is both embedded and distributed within an institution.

In recent years the Template has asked Faculties and Departments to provide information on any ways in which improvements have been made to existing arrangements within educational provision: this information is used to facilitate the dissemination of good practice around the University.

The information provided in previous templates has been a major assistance in preparing for the last two Institutional Audits (2009 and 2004), and this exercise plays an important part of our quality assurance arrangements.

Quality Assurance Survey - Format

The Quality Assurance Template has now been converted to an on-line Survey. Not only is this intended to reduce the burden on Departments and Faculties in its completion, but it will also facilitate the analysis of the data returned.

In the past, information was sought for all types of educational provision on an annual basis (Undergraduate, Post Graduate Taught and Post Graduate Research). However, the Template is now being split into three parts, so that subject areas can focus on each stage of study separately, on a triennial basis.

The cycle will begin with Post Graduate Taught (PGT) programmes.

This online Survey on PGT provision now replaces the Template.

We do hope you will find this Survey more user-friendly and we would welcome your feedback.

Guidance for Completion

1. This survey should be completed by the post-holder who was responsible for any previous returns under the former Template exercise, or their successor. It is hoped that an administrative contact could complete the bulk of the survey, allowing an academic contact with expertise in, or responsibility for the oversight of, the department's PGT programmes, to focus on the questions relating to enhancements.

2. Should a Faculty/Department wish to discuss any aspect of this exercise prior to completing the survey, divisional officers are available to meet for this purpose. Please contact:

Maths, Physical & Life Sciences - Louise Sumner

E-mail: louise.sumner@mpls.ox.ac.uk

Tel: (2)82462

3. There are 14 pages within this Survey (you are currently on Page 1), each consisting of between 1 and 16 mandatory questions (some of which include sub-questions). Although this may seem like a lot of questions to answer, please be assured that the range of information being sought is no more than in previous years (and is indeed less in some areas), but converting the Template into an on-line Survey necessitates breaking the original questions down into their constituent parts, to facilitate the speed and ease of completion.

4. It is possible to save your progress within the survey and return to finish it at a later date. There are instructions on the next page about how to do this.

5. **The survey closing date is the end of week 7 MT, Friday 26 November.** Submitting this survey is equivalent to making a return, to which divisional officers will have access in order to analyse the results.

6. You are advised to print a hard copy of your responses to the survey for your own records, but this does **not** need to be submitted to divisional officers. An electronic copy of your return can be made available on request.

7. Please click the **Continue** button to start completing the survey.

[Continue >](#)

Progressing through the survey, Data Protection & System Timeout

You progress through the survey by clicking **Continue** at the end of each page.

However, you may choose to save the questionnaire at any point and return to fill in any incomplete sections at a later date by clicking **Finish Later**.

You will then be given an URL which will return you to the point in the survey at which you left off. *Please note that you cannot return to previous pages of the survey to review / change your answers to completed sections after you have clicked the **Continue** button on these pages.*

It is also possible to email this link to yourself / to another person at this stage.

Should you wish to consider answers to your questions in conjunction with another person either complete the survey together or print the page in question and discuss answers 'off-line' before completing.

A printable copy of the survey has also been emailed to departments and you may wish to print this to agree answers before completing the online version.

The information that you supply in response to this survey will be treated in accordance with the University's Data Protection policy.

Please note that if the survey is inactive for **30 minutes** the system may **time out** and **data will be lost**.

Aggregate data may be retained to benchmark future surveys.

Cookies and personal data stored by your Web browser, are not used in this survey.

Please click the **Continue** button to start completing the questionnaire.

[Continue >](#)

Faculty/Department Information

Please ensure that you click **Continue** at the **bottom** of this page, to **save your answers**.

Please note - once you click on **Continue** you will not be able to return to this page.

Comments are not limited to the size of the box displayed.

Faculty/Department Information

1. Please select your Department from the list below.

Select an answer

2. This questionnaire is being completed by the:
(select all that apply)

- Course Director
- Administrator (Academic/Course/Departmental/Faculty)
- Director of Graduate Studies

Please provide the name(s) and contact details of the member(s) of staff completing this survey.

3. Please use the text box below should you wish to provide any further information in response to questions in this section of the survey. (Optional)

Admissions and Induction

Please ensure that you click **Continue** at the **bottom** of this page, to **save your answers**.

*Please note - once you click on **Continue** you will not be able to return to this page.*

Comments are not limited to the size of the box displayed.

Admissions and Induction

4. Who is responsible for the oversight of PGT admissions, and ensuring these meet University requirements?

- Course Director
- Administrator (Academic/Course/Departmental/Faculty)
- Admissions Committee / Co-ordinator
- Director of Graduate Studies
- Head of Sub-Department
- Head of Department / Faculty Board Chair

Who is responsible for final sign-off on PGT admissions offers?

- Course Director
- Admissions Committee / Co-ordinator
- Director of Graduate Studies
- Head of Sub-Department
- Head of Department / Faculty Board Chair

5. Please indicate the **main** method used to review PGT application numbers and quality.

- Via the Course Committee
 - Via a Faculty/Departmental Committee
 - Via a Divisional Committee
 - Ad Hoc (e.g. by the Course Director)
 - Application numbers and quality are not systematically reviewed
- a. What **main** data resource is used to review PGT applications numbers and quality?
- OSS Data Views
 - Graduate Admissions Office Reports via the Division
 - Course Database
 - Faculty/Department Database

b. When are PGT application numbers and quality reviewed?

- Annually
- Termly
- By application deadline
- N/A

6. Below is a list of types of information an applicant provides, which may be focussed on during PGT admissions. On behalf of your Faculty/Department, please rank the importance each type of information plays in the decision-making process, using a scale of 1-5, where 1 is the least important and 5 is the most important.

	Level of Importance				
	1	2	3	4	5
a. First degree result / predicted degree result	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Relevance of subject studied for first degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Previous institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. A Level results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Personal statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Samples of written work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. References	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Please indicate which of the following best describes PGT induction processes within your Faculty/Department.

- Formal structured induction for each course
- Informal induction for each course
- Faculty/Department induction
- Individual induction based on student need
- No induction

How often are PGT induction practices reviewed to ensure that they are efficient, effective, and take students' general and special needs into account?

- Annually
- Ad hoc (e.g. if issues arise)
- N/A

8. The table below lists various methods that may be used to review PGT induction practices. On behalf of your Faculty/Department, please indicate how important you think each method is on a scale of 1-5, where 1 is the least important and 5 is the most important. Please select N/A if induction processes are not reviewed.

	Level of Importance					
	1	2	3	4	5	N/A
a. Informal feedback from students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Student feedback forms/surveys	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Discussion at Course Committee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Discussion at Faculty/Departmental Committee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Is induction to PGT courses co-ordinated with the agreed timetable for Faculty/Department and College inductions in Week 0?

- Yes
 No

With whom are PGT induction arrangements co-ordinated?

- Faculty/Department only
 College only
 Both Faculty/Department and College

10. Below is a list of examples of how in-coming PGT students might be briefed on the availability of pre-sessional courses (e.g. as provided by OUCS and the Language Centre) and general University provision/services (e.g. libraries, careers, counselling). On behalf of your Faculty/Department, please select 'Yes' or 'No' as appropriate for each method that is used / is not used. Please select 'N/A' if no information is issued to in-coming students.

	Is this method used?		
	Yes	No	N/A
a. Send hard/electronic copy of information once the offer of a place is accepted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Send hard/electronic copy of information pre-arrival	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Distribute hard copy of information at induction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Distribute electronic copy of information post-arrival	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. Have any specific activities been undertaken to enhance the admissions and induction arrangements for this year's PGT student intake, and/or are any enhancements planned for the PGT student intake next academic year?

- Yes
 No

If yes, please describe these enhancements.

14. What mechanisms are available to share information amongst staff in the Faculty/Department about the availability of skills training? Please select 'Yes' or 'No' as appropriate, according to whether the mechanism is / is not used.

	Mechanism used?	
	Yes	No
a. Discussed at Course Committee	<input type="radio"/>	<input type="radio"/>
b. Discussed at Faculty/Departmental Committee	<input type="radio"/>	<input type="radio"/>
c. Discussed at Divisional Committee	<input type="radio"/>	<input type="radio"/>
d. Advertising via Divisional Skills Training Officer	<input type="radio"/>	<input type="radio"/>
e. Ad hoc (e.g. enquiries made by Course Director)	<input type="radio"/>	<input type="radio"/>
f. Skills training built into course(s) and not shared	<input type="radio"/>	<input type="radio"/>

15. Which of the following methods are used to bring skills training opportunities / resources to PGT students' attention? Please select 'Yes' or 'No' as appropriate, according to whether the method is used / is not used.

	Method used?	
	Yes	No
a. Induction materials	<input type="radio"/>	<input type="radio"/>
b. Course Handbook	<input type="radio"/>	<input type="radio"/>
c. E-mail to students via course staff	<input type="radio"/>	<input type="radio"/>
d. E-mail to students via Faculty/Departmental staff	<input type="radio"/>	<input type="radio"/>
e. Course noticeboard	<input type="radio"/>	<input type="radio"/>
f. Faculty/Departmental noticeboard	<input type="radio"/>	<input type="radio"/>
g. Course website	<input type="radio"/>	<input type="radio"/>
h. Faculty/Departmental website	<input type="radio"/>	<input type="radio"/>
i. Divisional website	<input type="radio"/>	<input type="radio"/>

16. How is the up-take of PGT skills training monitored?
(select all that apply)

- Course database
- Faculty/Department database
- Divisional database
- Individual student's supervisor
- Director of Graduate Studies
- Supervision reports
- None of the above



17. How is information about good academic practice and the avoidance of plagiarism made available to PGT students? Please select 'Yes' or 'No' as appropriate, according to which method is used / is not used.

	Method used?	
	Yes	No
a. Course Handbook	<input type="radio"/>	<input type="radio"/>
b. Project Handbook	<input type="radio"/>	<input type="radio"/>
c. Faculty/Department Handbook	<input type="radio"/>	<input type="radio"/>
d. Divisional Handbook	<input type="radio"/>	<input type="radio"/>
e. Course Website	<input type="radio"/>	<input type="radio"/>
f. Faculty/Department Website	<input type="radio"/>	<input type="radio"/>
g. Students directed to University website: http://www.admin.ox.ac.uk/epsc/plagiarism/index.shtml	<input type="radio"/>	<input type="radio"/>
h. Briefings from course staff	<input type="radio"/>	<input type="radio"/>
i. Briefings from Faculty/Departmental staff	<input type="radio"/>	<input type="radio"/>

18. Have any enhancements been made to study skills provision for PGT students during this academic year, and/or are any enhancements planned for next academic year?

- Yes
- No

If yes, please describe these enhancements below.

19. Please use the text box below should you wish to provide any further information in response to questions in this section of the survey. *(Optional)*

Learning Support

20. Does the Faculty/Department have a designated officer responsible for ensuring that PGT students' disability / special education needs are met?

Yes

No

If yes, what is the name of this officer?

21. Does the Faculty/Department take pro-active steps to identify and meet PGT students' special educational needs at all stages (from application through to admission, induction and on-going provision)?

Yes

No

22. Have any enhancements been made to provision for PGT learning support during this academic year, and/or are any enhancements planned for next academic year?

Yes

No

If yes, please describe these enhancements below.

23. Please use the text box below should you wish to provide any further information in response to questions in this section of the survey. *(Optional)*

Thank You

Please ensure that you click **Continue** to **save your answers**. Once you click on **Continue** you will **not** be able to return to this page.

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Course Management / Governance, Oversight and Review

Please ensure that you click **Continue** at the **bottom** of this page, to **save your answers**.

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Course Management / Governance and Oversight

24. To whom do PGT Course Directors within your Faculty/Department primarily report?

- Director of Graduate Studies
 - Head of Sub-Department
 - Head of Department / Faculty Board Chair
 - Course Director(s) operate(s) independently
- How often do PGT Course Directors formally report to these persons?
- Once a term
 - Bi-annually
 - Annually
 - Ad hoc (i.e. when the need arises)
 - N/A

25. Which reporting structure most accurately reflects how PGT courses within your Faculty/Department are overseen?

- Course committee(s) formally report to a Faculty/Department committee(s)
- Course committee(s) formally report to a Divisional committee via the annual review of examination reports
- Course committee(s) formally report to a Faculty/Department committee, which in turn reports to a Divisional committee
- Course(s) report to Faculty/Department committee(s) via Course Director(s) (e.g. via oral reports / briefings)
- Course committee(s) are self-governing

26. Please indicate the typical composition of PGT Course Committee(s) within your Faculty/Department.
(select all that apply)

- Course Director
- Administrator (Academic/Course/Departmental/Faculty)
- Course teaching staff
- Chair of Examiners
- Director of Graduate Studies
- Head of Department / Faculty Board Chair
- A representative from another Faculty/Department
- A Divisional representative
- A representative external to the University
- A student representative

27. Do PGT Course Committee(s) within your Faculty/Department have Terms of Reference / Standing Orders / similar documentation describing the nature and extent of their roles and responsibilities, and the reporting mechanisms to other Faculty/Department or Divisional bodies?

[More Info](#)

- Yes
- No

28. Please use the text box below should you wish to provide any further information in response to the questions in this section of the survey. *(Optional)*

Course Review

29. Please indicate what data sources are used in the annual monitoring of PGT courses in your Faculty/Department. (Please click on the 'More Info' button for a definition of Annual Programme Statistics.)
(select all that apply)

[More Info](#)

- Data on applications, admissions and student funding
- Student feedback (e.g. via surveys)
- Staff feedback (formal or informal)
- Examination reports
- Annual Programme Statistics (see 'More Info' for definition)
- Data on student destinations
- Other *(please specify)*:

30. Who / which body takes responsibility for ensuring that documentation for PGT courses within the Faculty/Department is accurate and consistent? (E.g. Examination Regulations / Conventions, Course Handbooks, Statements of Provision etc.)

- Course Director
- Administrator (Academic/Course/Departmental/Faculty)
- Course Director in conjunction with Administrator (Academic/Course/Departmental/Faculty)
- Course Committee
- Graduate Studies Committee
- No formal responsibility
 - How often is such documentation reviewed and updated?
 - Termly
 - Annually
 - Ad hoc (i.e. when the need arises)
 - Documentation is not systematically reviewed and updated

31. Are mechanisms in place to consider the recommendations of internal reviews of PGT courses and, where applicable, of external accreditation bodies, and for enhancing provision in the light of such recommendations?

- Yes
- No

If yes, please indicate which body takes responsibility for this.

- Course Committee(s)
- Faculty/Department Committee(s)
- Other *(please specify)*:

32. Have any enhancements been made to PGT course management/governance, oversight and review during this academic year, and/or are any enhancements planned for next academic year?

- Yes
- No

If yes, please describe these enhancements below.

33. Please use the text box below should you wish to provide any further information in response to questions in this section of the survey. *(Optional)*

Thank You

Please ensure that you click **Continue** to **save your answers**. Once you click on **Continue** you will **not** be able to return to this page.

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Examinations

Please ensure that you click **Continue** at the **bottom** of this page, to **save your answers**.

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Examinations

34. What documentation is used to assist in the PGT examiner nomination process (which details the appointment procedure, appointment criteria, number and duties of examiners, terms of office etc.)?
(select all that apply)

[More Info](#)

- Education Committee Guidance
- Divisional Guidance
- Faculty/Department Guidance
- Course Guidance
- No formal guidance exists

35. Who is involved in identifying examiners (including the external examiner) for PGT courses within the Faculty/Department?
(select all that apply)

- Course Director
- Chair of Examiners
- Director of Graduate Studies
- Head of Sub-Department
- Head of Department / Faculty Board Chair
- Members of the Course Committee
- Faculty/Department Committee
- External Advisor(s)

36. How are the nominations for both internal and external examiners for PGT courses formally approved?

- Via course committee only
- Via Faculty/Department committee only
- Via Faculty/Department and course committee
- Via Faculty/Department nominating committee
- Via Course Director
- Via Chair of Examiners
- Via Course Director and Chair of Examiners
- Via Director of Graduate Studies

When in the year are potential PGT examiner appointments normally identified?

- Michaelmas Term
- Hilary Term
- Trinity Term
- Long Vacation
- Ad hoc when prompted

37. Please indicate what information is supplied to PGT external examiners (Education Committee guidance is supplied by the Examinations Schools in the first instance).
(select all that apply)

- Timetable of the examination process (including dates of meetings, deadlines etc.)
- Extract from the Examination Regulations
- Course Syllabus (if separate to the Examination Regulations)
- Examination Conventions
- Previous Examiners' Reports, including that of the external examiner
- Draft copies of examination papers for review
- Appropriate extracts from the Course Handbook
- URL link to on-line version of Course Handbook
- Divisional guidance to external examiners
- Other (please specify):

38. Please confirm whether the use of external examiners for PGT courses conforms to divisional and/or University policies and guidance.

[More Info](#)

- Yes
- No

39. Please confirm that procedures for reviewing and approving PGT examination conventions conform to divisional and/or University policies and guidance.

[More Info](#)

- Yes
- No

a. When are the examination conventions for PGT courses reviewed?

- Annually
- Ad hoc (i.e. when the need arises)
- Examination conventions are not systematically reviewed

b. Who or which body / bodies are responsible for reviewing examination conventions for PGT courses? (select all that apply)

- Course Director
- Chair of Examiners
- Course committee
- Examination board
- Director of Graduate Studies
- Faculty/Department Committee

- The Division
- There is no-one with designated responsibility to review examination conventions

40. How are PGT students informed of the examination conventions to which they will be subject during the course?
(select all that apply)

[More Info](#)

- Course Handbook
- Examination / Assessment Handbook (e.g. a project handbook)
- Course website
- Electronic correspondence from the Chair of Examiners
- Electronic correspondence from the Course Director
- Electronic correspondence from Administrator (Academic/Course/Departmental/Faculty)
- Hard copy correspondence from the Chair of Examiners
- Hard copy correspondence from the Course Director
- Hard copy correspondence from Administrator (Academic/Course/Departmental/Faculty)
- Briefings / workshops by either the Course Director or Chair of Examiners
- Students are not provided with a copy of the examination conventions

a. When are PGT students informed of the examination conventions to which they will be subject during the course? (select all that apply)

- At the beginning of the course (e.g. via the Course Handbook)
- At the beginning of the term in which they will be assessed
- One whole term ahead of the assessment
- Reminders leading up to the assessment
- Students are not informed of the examination conventions

b. Please confirm that PGT conventions contain clear guidance on the assessment requirements and, in particular, on the nature and quality of the work associated with a pass and a distinction.

- Yes
- No

41. Do PGT courses within the Faculty/Department have dedicated administrative support in place for examinations, including for the examiners? I.e. does examination support formally constitute part of the duties of a member of administrative staff?

- Yes - all courses
- Partial - the majority of courses
- Partial - a minority of courses
- No

If No, by what means is administrative support provided?

42. Please confirm that PGT course committees meet to review internal and external examiners' reports: either during the term in which the examination is held, or during the term immediately following the examination.

- Yes

No

Please confirm that clear information is available about the Faculty/Department body or bodies responsible for considering the reports of PGT internal and external examiners, and the timetable for their consideration.

Yes

No

i. If yes, please state how this information is provided.

43. As part of the review of examiners' reports, do your course or Faculty/Department committees review the balance of assessment methods used in PGT courses?

Yes

No

44. Please indicate which of the following processes are used to ensure that appropriate feedback is provided to the PGT external examiner, following consideration of his/her report?

(select all that apply)

- Course Director drafts and sends reply
- Chair of Examiners drafts and sends reply
- Chair or Secretary of Course Committee drafts and sends reply
- Director of Graduate Studies drafts and sends reply
- Course Director drafts reply, then Division sends reply
- Chair of Examiners drafts reply, then Division sends reply
- Chair or Secretary of Course Committee drafts reply, then Division sends reply
- Director of Graduate Studies drafts reply, then Division sends reply
- Division receives copy of course/departmental/faculty reply
- Division receives copy of course/departmental/faculty minutes

Please confirm that all substantive individual recommendations and/or criticisms made by the PGT external examiner are appropriately addressed in the response.

Yes

No

45. Who is responsible for ensuring that agreed changes arising from PGT examiners' reports are implemented in a timely manner?

- Course Director
- Administrator (Academic/Course/Departmental/Faculty)
- Chair of Examiners
- Chair of Course Committee
- Chair of Faculty/Department Committee
- Director of Graduate Studies or equivalent
- Head of Sub-Department
- Head of Department / Faculty Board Chair
- No dedicated responsibility

46. Are PGT students provided with access to anonymised copies of previous examiners' reports following their consideration by course committees?

[More Info](#)

- Yes (as long as there are at least 6 students on the course)
- No
- a. How are PGT students provided with such access? *(select all that apply)*
- Course website
 - Faculty/Department website
 - Divisional website
 - Upon request
 - Copies held in Faculty/Department library
 - Copies held in College library
-
- b. When is access provided to these PGT reports?
- In the term immediately following the examination
 - Within two terms of the examination
 - Within one year of the examination
-

47. Have any enhancements been made to PGT course examination procedures during this academic year, and/or are any enhancements planned for next academic year?

- Yes
- No

If yes, please describe these enhancements below.

48. Please use the text box below should you wish to provide any further information in response to questions in this section of the survey. *(Optional)*

Thank You

Please ensure that you click **Continue** to **save your answers**. Once you click on **Continue** you will **not** be able to return to this page.

Student Feedback, Complaints and Appeals

Please ensure that you click **Continue** at the **bottom** of this page, to **save your answers**.

Please note - once you click on **Continue** you will not be able to return to this page.

Comments are not limited to the size of the box displayed.

Student Feedback

49. Please indicate how PGT student feedback is collected for lectures and other teaching.
(select all that apply)

- Following each lecture
- Following a series of lectures on the same topic / by the same teacher
- Following each class / seminar
- Following a series of classes / seminars on the same topic / by the same teacher
- Following each tutorial (or individual / small group tuition)
- Following a series of tutorials (or individual / small group tuition) on the same topic / by the same teacher
- Following Dissertation / Project supervision
- At the end of each term
- At the end of the course

50. Are there any formal mechanisms to support PGT student representatives in consulting their course cohort for feedback?
(select all that apply)

- Student representatives are provided with access to e-mail circulation lists to facilitate consultation
- Student representatives can distribute consultation messages and gather feedback via Administrator (Academic/Course/Departmental/Faculty)
- WebLearn sites, or other online resources, are established to assist communication
- Student representatives are expected to arrange this independently
- Other (please specify):

51. Is there student representation on PGT course committees?

- All courses have representation
- The majority of courses have representation
- Approximately equal numbers of courses do / do not have representation
- A minority of courses have representation
- No courses have representation

52. What mechanisms are in place to ensure that PGT students' views are taken into account in relation to teaching, learning and assessment?
(select all that apply)

- Via student representation on course committee
- Course Director and/or Administrator (Academic/Course/Departmental/Faculty) summarise directly reported students' views and concerns for relevant committee
- Course Director and/or Administrator (Academic/Course/Departmental/Faculty) report students' views and concerns submitted via an anonymous mechanism (e.g. comments box) for relevant committee
- Course committee receives raw student feedback data from course questionnaires
- Course committee receives collated and analysed student feedback data from course questionnaires
- There is no mechanism to ensure this happens
- Other (*please specify*):

53. How are PGT students kept informed of action taken (or after consideration, not taken) in response to any feedback they, or other students, have submitted?
(select all that apply)

- Nominated student representatives are expected to communicate such information to other students
- Formal communications from Course Director and/or Administrator (Academic/Course/Departmental/Faculty) directly to those students giving feedback
- Formal communications from Course Director and/or Administrator (Academic/Course/Departmental/Faculty) directly to all students on course / in cohort
- Students are copied into the circulation of the minutes of course committee meetings as appropriate
- Communications are posted on course noticeboard
- Communications are posted on course website
- There is no mechanism to ensure this happens

54. Please select the mechanisms that exist above course level for face-to-face consultation with PGT students.
(select all that apply)

- Faculty/Department Joint Consultative Committee
- Other Faculty/Department committee(s)
- Students raise matters with the Director of Graduate Studies
- Divisional JCC
- There are no mechanisms in place above course level

55. Are there any ways in which face-to-face PGT student feedback procedures have been enhanced during this academic year, and/or are any enhancements planned for next academic year?

- Yes
- No

If yes, please describe these enhancements.

56. Is there a mechanism by which the outcomes of relevant national surveys, involving PGT students, are considered? E.g. the Student Barometer, the Postgraduate Taught Experience Survey (PTES).

- Yes
- No

If yes, please indicate how and when consideration is given to such surveys. *(select all that apply)*

- Department/Faculty receives survey data from the Division but does not analyse
- Department/Faculty receives survey data from the Division and conducts analysis
- Department/Faculty analyses all survey data supplied by the Division, and then disseminates to course(s) for consideration / further analysis
- Course Committee(s) receive survey data direct from the Division for consideration / analysis
- Department/Faculty actively seeks results of surveys for dissemination
- Department/Faculty actively seeks results of surveys but does not disseminate

57. Do course committees and/or the Faculty/Department regularly consider the scope for improving the quality and quantity of PGT student feedback?

- Yes
- No

If yes, is there any good practice you would like to share?

58. Is there a formal mechanism in place for Colleges to communicate concerns about PGT courses or individual PGT students?

- Yes - named contact in Faculty/Department
- Yes - directly to the Administrator (Academic/Course/Departmental/Faculty)
- Yes - directly to the Course Director
- Yes - directly to the Director of Graduate Studies
- No formal method in place

59. Please use the text box below should you wish to provide any further information in response to questions in this section of the survey. *(Optional)*

Complaints and Appeals

60. Has the University template on complaints and appeals been customised (i.e. the correct Faculty/Department information inserted) for the use of PGT students in your Faculty/Department?

[More Info](#)

- Yes
- No

61. How are PGT students made aware of the procedure for making complaints and appeals?
(select all that apply)

- Course noticeboard
- Faculty/Department noticeboard
- Course handbook
- Faculty/Department handbook
- Course website
- Faculty/Department website
- Divisional handbook
- Divisional website
- Circulated by e-mail periodically
- At induction
- Ad hoc when an issue arises

62. Is there a procedure in place to monitor the number and nature of any PGT student complaints over the course of a year?

- Yes
- No

If yes, what form does this take? (select all that apply)

- Individual hard copy student file
- Course complaints database
- Main course database
- Faculty/Department complaints database
- Main Faculty/Department database
- Divisional complaints database

63. How is the outcome of any PGT complaint and/or appeal fed into the refinement of procedures to prevent any recurrence?
(select all that apply)

- Course Director and/or Administrator (Academic/Course/Departmental/Faculty) alerted
- Course committee alerted
- Director of Graduate Studies alerted
- Faculty/Department committee(s) alerted
- Divisional committee(s) alerted

- Divisional Graduate Studies Office alerted
- There is no mechanism to ensure this happens
- Other *(please specify)*:

64. Are there any ways in which PGT student complaints and appeals procedures have been enhanced during this academic year, and/or are any enhancements planned for next academic year?

- Yes
- No

If yes, please describe these enhancements below.

65. Please use the text box below should you wish to provide any further information in response to questions in this section of the survey. *(Optional)*

Thank You

Please ensure that you click **Continue** to **save your answers**. *Once you click on **Continue** you will **not** be able to return to this page.*

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Statistical Information

Please ensure that you click **Continue** at the **bottom** of this page, to **save your answers**.

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Statistical Information

66. Please confirm that the names and quantity of PGT students within the Faculty/Department who do not complete the course as scheduled are tracked.
(select all that apply)

- Transfers tracked
- Withdrawals tracked
- Failures tracked
- Suspensions tracked

67. Does the Faculty/Department monitor PGT success rates?

[More Info](#)

- Yes
- No

a. When are PGT success rates monitored? (select all that apply)

- Annually
- On a rolling basis - every 3 years
- On a rolling basis - every 5 years
- Ad hoc

b. Which of the following parameters are used to monitor PGT success rates? (select all that apply)

- Gender
- Ethnicity
- Nationality
- Disability
- Funding
- Highest qualification on entry
- Previous institution

c. What tools are used to monitor PGT success rates? (select all that apply)

- Annual Programme Statistics (see 'More Info' for definition)
- Examiners' Reports
- Course Database
- Faculty/Department Database

68. Does the Faculty/Department maintain any formal or informal records of the destinations of its PGT students?

- Yes -- course database / paper records
- Yes -- Faculty/Department database / paper records
- No -- rely on careers office data if required
- No -- do not monitor destinations

69. Have there been any enhancements in relation to the use and analysis of statistical data relating to PGT students during this academic year, and/or are any enhancements planned for next academic year?

- Yes
- No

If yes, please provide details of these enhancements below.

70. Please use the text box below should you wish to provide any further information in response to questions in this section of the survey. *(Optional)*

Thank You

Please ensure that you click **Continue** to **save your answers**. Once you click on **Continue** you will **not** be able to return to this page.

Continue >

External Input

Please ensure that you click **Continue** at the **bottom** of this page, to **save your answers**.

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External Input

71. Please indicate the means by which the Faculty/Department receives external input for its PGT courses.
(select all that apply)

- Formal external advisory panel / body
- Informal external advisory groups / activities
- External representative(s) on course committee(s)
- External examiners (University requirement)
- Statutory body accreditations

72. In what ways does the external input contribute to the PGT course(s) concerned?
(select all that apply)

- Syllabus development / improvement
- Examination guidance
- Industrial benchmarking
- Offers project opportunities to students
- Visiting lectures given
- Careers advice given
- N/A -- no input
- Other (please specify):

73. Are there any PGT courses accredited by an external body within the Faculty/Department? (E.g. the British Psychological Society, the BCS, The Chartered Institute for IT)

- Yes
- No
- Course(s) currently seeking accreditation

a. If yes, please state the name(s) of the accrediting body(ies).

b. If yes, please indicate when course accreditation(s) will next come up for renewal.

74. Has the use of external input into PGT courses been enhanced during this academic year, and/or are any enhancements planned for next academic year?

- Yes
- No

If yes, please provide details of these enhancements.

75. Please use the text box below should you wish to provide any further information in response to questions in this section of the survey. *(Optional)*

Dissemination of Good Practice in Teaching & Learning

Please ensure that you click **Continue** at the **bottom** of this page, to **save your answers**.

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Dissemination of Good Practice in Teaching and Learning

76. What fora does the Faculty/Department have for ensuring there is regular reflection on PGT teaching and assessment methods, and for considering the scope for innovation?

(select all that apply)

- Course Committee
- Faculty/Department Committee
- Divisional Committee
- Other *(please specify)*:

77. What fora does the Faculty/Department have for ensuring formal and informal mechanisms are in place for the dissemination of good practice in PGT teaching and learning?

(select all that apply)

- Course Committee
- Faculty/Department Committee
- Divisional Committee
- Course disseminates relevant reports to all those involved in teaching
- Faculty/Department disseminates relevant reports to all those involved in teaching
- Other *(please specify)*:

78. Have the methods by which good practice in PGT teaching and learning are disseminated been enhanced during this academic year, and/or are any enhancements planned for next academic year?

- Yes
- No

If yes, please describe these enhancements below.

79. Please use the text box below should you wish to provide any further information in response to questions in this section of the survey. *(Optional)*

Thank You

Please ensure that you click **Continue** to **save your answers**. Once you click on **Continue** you will **not** be able to return to this page.

Monitoring of Teaching , Provision for Students and Supervision

Please ensure that you click **Continue** at the **bottom** of this page, to **save your answers**.

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Monitoring of Teaching

80. How is the teaching provided for PGT courses monitored?
(select all that apply)

- Student feedback questionnaires
- Peer review of teaching staff
- Annual appraisal of teaching staff
- There is no systematic monitoring
- Other (please specify):

81. Are formal mechanisms in place for addressing any issues identified with PGT teaching provision?

- Yes
- No

If yes, please detail what form this takes.

82. Please confirm that the Faculty/Department monitors the teaching undertaken by established staff:

- (a) during their probationary period; and
- (b) thereafter.

(select all that apply)

- (a) Yes
- (a) No
- (b) Yes
- (b) No

Please explain how this monitoring is undertaken. (Please write 'N/A' if you answered 'No' to the above question.)

83. Are PGT students allowed to undertake undergraduate teaching?

- Yes
 No

If yes, what training are PGT students required to undergo before being permitted to teach? *(select all that apply)*

- PLT (formerly CETL Stage 1)
 DLT (formerly CETL Stage 2)
 Bespoke training for teaching undergraduates provided by the Faculty/Department
 No training required
 Other *(please specify)*:

84. What support and/or training is provided for research staff who undertake PGT teaching?
(select all that apply)

- PLT (formerly CETL Stage 1)
 DLT (formerly CETL Stage 2)
 Bespoke training provided by the Faculty/Department
 Mentoring from established teaching staff
 Peer review by established staff
 Professional Development training provided by the Oxford Learning Institute
 Opportunities to observe other established teachers at work
 Course syllabus and expected coverage
 Examples of slides and/or handouts for other aspects of the course
 No training required
 Other *(please specify)*:

85. Are there any ways in which the Faculty/Department has enhanced its monitoring of PGT teaching during this academic year, and/or are any enhancements planned for next academic year?

- Yes
 No

If yes, please describe these enhancements below.

86. Please use the text box below should you wish to provide any further information in response to questions in this section of the survey. *(Optional)*

Information for PGT Students

87. Are there Statements of Provision for PGT students in your Faculty/Department, which provide an outline of the main elements of the provision made for them?

- Yes - Faculty/Department template covers all courses
- Yes - courses have individual statements
- No

Please give the URLs for all PGT Statements of Provision. (If there are no such statements, please write 'N/A'.)

88. Are there Course Handbooks for each PGT course in your Faculty/Department?

- Yes
- No

If yes, please provide the URL link(s) to the(se) PGT handbook(s).

89. How often are PGT Statements of Provision and other course documents, including Course Handbooks, reviewed and updated?

- Annually
- Termly
- Ad hoc
- No mechanism for regular review

90. Who is responsible for reviewing and ensuring updates are made to the Statement of Provision and other course documents, including the Course Handbook, for each PGT course?

- Course Director
- Administrator (Academic/Course/Departmental/Faculty)
- Course Director in conjunction with Administrator (Academic/Course/Departmental/Faculty)
- Course Committee
- Director of Graduate Studies
- Director of Graduate Studies in conjunction with Course Director

- Faculty/Department Committee
- There is no person with dedicated responsibility in this area

91. Are there any ways in which your Faculty/Department has enhanced information for PGT students during this academic year, and/or are any enhancements planned for next academic year?

- Yes
- No

If yes, please describe these enhancements below.

92. Please use the text box below should you wish to provide any further information in response to questions in this section of the survey. *(Optional)*

Supervision

93. Do Course Directors act as the main supervisor of all the students on each PGT course?

- Yes - for all courses
- Yes - for the majority of courses
- Equal numbers of courses have the Course Director acting as the main supervisor as not
- A minority of courses have the Course Director acting as the main supervisor
- No courses have the Course Director acting as the main supervisor for all students

What alternative arrangements are made for supervision when the Course Director does not act as the main supervisor? (Please write 'N/A' if you selected 'Yes - for all courses' in the previous question.)

94. How do PGT supervisors other than the Course Director feed back concerns to the Course Director?
(select all that apply)

- The Course Director receives GSS supervision reports for all the students on the course
- Supervisor liaises with Course Director directly at a formal / regular meeting
- Supervisor liaises with Course Director on an ad hoc basis
- Supervisor informs Administrator (Academic/Course/Departmental/Faculty) to pass on information
- Supervisor is contacted by Course Director as appropriate
- Other (please specify):

95. How are new or inexperienced PGT supervisors supported?
(select all that apply)

- Co-supervision with established supervisor
- Mentoring from established supervisor
- Regular meetings with Course Director
- Supervision reports (GSS) utilised
- No systematic support in place
- Other (please specify):

96. Do the Course Directors see PGT GSS reports directly?

- Course Director reviews all reports
- Course Director reviews reports if alerted to issues
- Only Director of Graduate Studies reviews reports
- Other (please specify):

97. Are there any ways in which your Faculty/Department has enhanced provision for the supervision of PGT students during this academic year, and/or are any enhancements planned for next academic year?

- Yes
- No

If yes, please describe these enhancements below.

98. Please use the text box below should you wish to provide any further information in response to questions in this section of the survey. *(Optional)*

MPLS - Quality Assurance Survey 2009/10 - Postgraduate Taught Programmes



Sign-Off

Please ensure that you click **Continue** at the **bottom** of this page, to **save your answers**.

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Sign-Off

99. Please confirm that this PGT survey return has been signed off by a member of academic staff.

- Yes
- No

Please state the title (e.g. Course Director, Director of Graduate Studies), name, and contact details of this member of academic staff.

Thank You

Please ensure that you click **Continue** to **save your answers**. *Once you click on **Continue** you will not be able to return to this page.*