

MEDICAL SCIENCES DIVISION
QUALITY ASSURANCE CALENDAR

AT ANY TIME

Identification of new course proposals

Divisional guidance should be sought at an early stage regarding the introduction of a new course. *In addition, see EPSC guidance on the introduction of new courses at:*
<http://www.admin.ox.ac.uk/epsc/guidance/introcrs.pdf>

MICHAELMAS TERM

1. Terms of Reference of Academic Committees

All academic committees to review their terms of reference, composition, and membership at the first meeting of the year.

[Any proposals for change to be reported to D-EPSC in committee reports.]

2. Identification of academic objectives for the year

Confirm year's specific academic activities in the light of any review outcomes, faculty/departmental plans, divisional five-year plans, the University's Corporate Plan. *Divisional plan at:* <http://www.medsci.ox.ac.uk/portal/notices/news/2007/5YP0712/>
Corporate Plan at: www.ox.ac.uk/gazette/2005-6/supps/corporate.pdf

[Include in committee report to D-EPSC]

3. Programme Specifications

Annual review of programme specifications to ensure currency and completeness.

[No requirement to report changes, but report any changes in the web address to the Division.]

4. Quality Assurance Templates

Feedback from central EPSC on the quality assurance template return for the previous year, items identified for refinement in the academic year ahead and as enhancement priorities.

[Academic Policy Support Section (APSS) forwards paper to Division for consideration by D-EPSC and for distribution to academic committees. Responses to D-EPSC via committee reports, or to GSC as appropriate.]

5. Graduate Admissions (including Clarendon Fund awards)

Consider number and quality of applications, withdrawals, and take-up of places; availability of awards and other funding; procedures for the forthcoming admissions round, and review of target numbers.

[Student Information Systems (SIS) forwards data to Division for consideration at GSC and distribution to departments. Request for response from departments for HT meeting of GSC. Update of student numbers to divisional office.]

6. Supervision report forms

Annual review of return rates for termly supervision report forms for graduate students (research and taught).

[GSO forwards data to Division for consideration at GSC and distribution to departments. Request for response from departments for HT meeting of GSC.]

7. Class percentage figures (including gender breakdown)

Identification of any trends in relation to class percentages, outcomes by gender and any areas for further work.

Class percentage figures are published annually: see Gazette 30 November 2006

[APSS forwards data to Division for consideration by D-EPSC and for distribution to academic committees. Responses to D-EPSC via committee reports.]

8. Review of Student Feedback

Report on results of the previous academic year's Course Experience Questionnaires and the National Student Survey (NSS) results. Review of departmentally-gathered feedback for lectures, induction programme, and other course aspects. Identification of any areas of concern for further work and development.

Results from the Oxford Course Experience Questionnaires are published in MT on the EPSC website at: <http://ceq.oucs.ox.ac.uk/>

Results from the NSS are published annually (usually in August) at: <http://www.webreport.se/nss>

[Data for OSCEQ and NSS obtained direct from websites. Summary overview for D-EPSC. Detailed consideration by academic committees with responses to division for D-EPSC HT meeting.]

9. Consideration of reports from examiners and external examiners

Consideration of examiners' reports in order to respond to any significant concerns. Identification of:

- Any changes which the examination process might have suggested in relation to the existing content of the course and/or existing methods of assessment;
- Any need to review specific options;
- The overall standard of performance in the examination, including any trends in results (especially in relation to gender) or in relation to particular areas of the curriculum;
- Any possible changes in examination conventions, procedures, or regulation suggested by the examiners' experience of the examination process.

EPSC guidance in relation to the consideration of reports from the examiners as a whole and external examiners in particular are set out in Section 7 of the Notes of Guidance on Examinations and Assessment at <http://www.admin.ox.ac.uk/epsc/guidance/pgtcourse.pdf>.

[External examiners' reports received by Division and forwarded to academic committees as received. Chairmen's reports forwarded direct to academic committees. Academic committees to produce a report for D-EPSC or Graduate Studies Committee as appropriate. Forward to divisional office along with copy of Chairman's report, and a copy of feedback sent to the external examiner.]

HILARY TERM

10. Consideration of reports from examiners and external examiners

Process continues for postgraduate taught courses.

11. Changes in regulations required for the following academic year

Confirmation of required changes in regulations for divisional and (for major changes only) EPSC approval. These should be made by the end of Hilary Term to be published in the Examination Regulations (subject to this meeting the requirement for vested interest).

For purposes of registration and examination entry, the recommended latest deadline for all changes to existing programmes of study is that changes to regulations, and changes to core and optional courses published in handbooks, should be made in time for the last Gazette of July, for data upload in August to the Oracle Student System prior to annual registration. However, it is recognised that, for programmes which do not use the MT examination entry dates, changes to optional papers may continue to be made up to the start of MT of the year in which the examination is sat unless required earlier by vested interest.

The circular setting out the revised arrangements for approving changes in Examination Regulations (20 November 2006) is attached.

12. Consideration of issues relating to development in learning and teaching and in academic practice

Faculty/department developments in relation to learning and teaching and academic practice in the context of the annual reports of the OLI and CETL.

The annual reports from the Oxford Learning Institute and the CETL are normally published in HT and are available via the OLI website at: <http://www.learning.ox.ac.uk/>

[Reports circulated by OLI to Divisions for distribution to Academic Committees for consideration. Any response reported in summaries to the D-EPSC.]

13. Undergraduate Admissions

Annual consideration of undergraduate admissions statistics; identification of trends in numbers, source and quality of applications; confirmation of meeting Common Framework requirements.

[Admissions reports from Admissions Coordinators sent to Academic Committees for consideration. Same reports forwarded by Academic Committees for D-EPSC agenda.]

14. Completion of Quality Assurance Template

Annual return relating to confirmation of key elements of quality assurance and identification of areas of quality enhancement.

[Templates forwarded by Division to academic administrators. Templates to be completed and returned to Division. Summary report on Templates to D-EPSC and GSC in TT. Templates and report forwarded to APSS.]

15. Teaching Excellence Awards Scheme

Divisional arrangements for the scheme notified to subject areas.

General information from the relevant pages of the Oxford Learning Institute website:

<http://www.learning.ox.ac.uk/index.php>.

[Division disseminates information on scheme to departments and academic committees. Applications or nominations made to Division.]

16. Annual Student Statistics

Annual review of statistics provided by Student Information Systems. Consideration by D-EPSC and GSC and academic committees.

[SIS forwards data to Division for consideration at D-EPSC and GSC and distribution to departments and academic committees. Request for response from departments for TT meetings.]

TRINITY TERM

17. Research Degrees statistics

Annual review of submission and completion rates; any trends or developments arising out of D.Phil. examining and reports; effectiveness of procedures for transfer and confirmation.

[SIS forwards data to Division for consideration at GSC and distribution to departments. Request for response from departments for MT meetings.]

18. Annual Monitoring of Complaints Procedure

Request from Division for annual report on complaints and appeals.

19. Nomination of Examiners

Finalisation of nomination of examiners for the following academic year.

[Examination Schools distributes nomination forms to division in HT for onward distribution to academic committees and departments. Academic committees and departments finalise arrangements for reporting to Wk 8 meeting of D-EPSC.]

20. Divisional CETL and skills training activities

Annual report from CETL and Skills Coordinator including plans for following year.

[Report from Coordinator to GSC and onward transmission of information to DGSs.]