

## Course Committees

At the first meeting of the academic year all course committees to:

- a) review their:
  - terms of reference,
  - composition
  - membership,
- b) establish:
  - how student representatives will be elected to course committees;
  - how student representatives will communicate between committees and their peers.

Committees to keep records of meetings.

### Course Committee

Report any significant proposals for change to the divisional Graduate School Committee (GSC) via Educational Policy Officer (Ros Whiteley) by **Friday of Week 3 of Michaelmas Term.**

## Identification of Academic Objectives for the Year

Course director to confirm year's specific academic activities in the light of any review outcomes, departmental plans, divisional five-year plans, and the University's Strategic Plan by **Friday of Week 3 of Michaelmas Term.**

### Useful reference documents:

*Divisional Plan:* available on request

*University Strategic Plan:* <http://www.admin.ox.ac.uk/pras/planning/>

### Course Committee

Report any significant proposals for change to the divisional Graduate School Committee (GSC) via Educational Policy Officer (Ros Whiteley) by **Friday of Week 3 of Michaelmas Term.**

## Oxford SU

Collection of Student Representatives' details.

Oxford SU Academic Representation Officer (Matt Tennant) will request (via email) details of Student Representatives from departments/courses.

### Useful reference documents:

*Education Committee Policy and Guidance on student engagement and representation:*

<https://academic.admin.ox.ac.uk/student-engagement-and-representation>

*MSD PGT Student representation guide*

<https://canvas.ox.ac.uk/courses/31970/pages/student-engagement-and-representation>

### Course Teams

Course Teams to respond to a request (via email) for details of Student Representatives sent by Oxford SU Academic Representation Officer (Matt Tennant).

## Complaints 2018-19

Review complaints and appeals over the last academic year.

### Course Teams

Courses to complete annual divisional on-line questionnaire to report on complaints and appeals from the previous academic year by **Friday of Week 9 of Michaelmas Term.**

## Nomination of Assessors 2019-20

In order to comply with the University requirement that **the process of approval must be successfully finalized before Assessors commence any work**, the main batch of assessors should be nominated for approval not later than the term preceding the one in which these assessors will be needed (i.e. Assessors needed from Hilary Term onwards should be approved in Michaelmas Term).

All nominees, if successful, are approved for the whole academic year (i.e. not for any specific term). The exception to this is nominations of PGR Students, who can only be approved as assessors by the Proctors and on a termly basis. The nomination of postgraduate research students as assessors should only be considered in exceptional circumstances, as described in the [Examiner Appointments Staff Handbook](#) and MSD quick reference guide on nomination of examiners and assessors on the [PGT Course Directors & Admins Canvas page](#).

Further assessor nominations (emergency covers, expert markers needed in a specific term only, etc.) may be put forward for approval at other times throughout the year, providing that no work is carried out prior to appointments being confirmed.

### Useful reference documents:

*MSD quick reference guide on nomination of examiners and assessors*

[Process Overview](#)

[Step 1: Review the composition of your Exam Board](#)

[Step 2: Identify appropriate examiners and assessors](#)

[Step 3: The online EAP system](#)

*Examiner Appointments Staff Handbook*

<https://academic.admin.ox.ac.uk/examinations-and-assessments>

*User Manuals on the EAP support website*

<https://itservicesprojects.web.ox.ac.uk/eap-support>

## Nominations and Approvals

Examination Board Administrator

Use EAP system to create and edit the Examination Boards (appoint examiners and assessors), following [the User Manuals on the EAP support website](#).

Chair of Examiners/ Senior Nominating Officer

Follow the instruction in the [User Manual for EAP system](#) to approve board changes and composition.

## Payments

From 2019-20 examination cycle payments will be processed on the new EAP system. Training and further guidance will be provided from October 2019.

## Admissions

Annual review of graduate admissions exercise:

- consider in particular any trends in relation to key demographic characteristics including sex, ethnicity, gender, disability;
- identify any trends in numbers, source and quality of applications;
- use of English language waivers;
- consider over-offer ratios, withdrawals and take-up of places;
- selection process particularly in light of Divisional Funding Competition rules – i.e. minimum interview requirement;
- availability of other funding (i.e. other than Divisional Funding Competition);
- procedures for the forthcoming admissions round;

## Graduate Admissions

Graduate Admissions to provide data to Division (published in October via the University website) for consideration at Graduate School Committee (GSC) and MSc Directors' meeting and for distribution to courses.

Statistics for the previous year's admission cycle should be scrutinised by the relevant Course Committee against the criteria set out in the University's Procedures for the annual monitoring of courses (set out on the left).

Graduate School Committee

- h) review of target numbers;
- i) confirm admissions processes are meeting the requirements of the *Policy and Guidance for graduate taught courses* <https://academic.admin.ox.ac.uk/policies/pgt>
- j) note any changes in or enhancements to process or practice for subsequent admissions rounds.

#### Submit a report on consideration of 2018-19 Student Barometer and other local student feedback

Consideration of student feedback results at Course Committee-level and with student representatives through the relevant Graduate Joint Consultative Committee (GJCC) should have taken place in **early Trinity Term**.

Over the Long Vacation, departments will be asked to complete a report on PG student feedback in their department. Please see [the MSD quick reference guide on Reviewing and reporting on PG student feedback](#) for further details.

The report must be made available for considering at divisional level by **week 0 Michaelmas Term 2020**.

Graduate School Committee (GSC) to contact specific courses if some aspects of its admissions data requires follow up.

#### Course Teams

Make the report available for considering at divisional level by **week 0 Michaelmas Term 2020**.

Due to the delay in receiving the 2018-19 data, PGT courses will have to report on student feedback twice in 2019-20. (Reports on 2018-19 data are due by 6 December 2019, reports on 2019-20 data are due by 9 October 2020.)

#### Completion of PGT Quality Assurance Questionnaire

Complete online Quality Assurance Questionnaire:

- a) confirming key elements of quality assurance are in place, and/or identifying where action is needed
- b) identifying areas of quality enhancement.

**Note: This exercise takes place once every three years and has previously been completed in MT14 (reporting on 2013/14 academic year).**

#### Divisional Office

Divisional Office will distribute URL link to on-line questionnaire to Course Directors and Course Administrators for completion.

#### Course Teams

The questionnaire to be completed by a set deadline.

#### Divisional Office

On-line results will be made available to Divisional Officers for analysis and report.

#### Destination of Leavers from Higher Education (DLHE)

Consideration of DLHE data at Divisional level to look at key characteristics of the student population and cascade analysis to all/specific Course Committees depending on the evaluation.

Divisions to identify any actions to be taken at course or division-level, or to be considered by the appropriate body at University level.

#### Divisional Office

Destination of Leavers from Higher Education (DLHE) data to be considered at the first meeting of the Division's Audit Sub-Committee in Michaelmas Term 2019.

Actions arising from evaluation to be communicated to appropriate bodies during Hilary Term 2020.

#### Examination Reports 2018-19

In Michaelmas Term, conduct a review of examiners' reports from the previous academic year's examinations, to monitor teaching/assessment standards and outcomes.

#### Board of Examiners/Chair of Examiners

Produces a report which should be considered by the relevant course committee(s) in the term following the last examination.

#### External Examiners

Please see the [MSD quick reference guide on Examination reporting](#).

1. Identify:
    - a) any issues that the examination process has brought to light concerning:
      - the content of the course
      - teaching methods
      - existing methods of assessment
      - compulsory and/or optional elements of the course
    - b) any specific options which need to be reviewed
    - c) 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
  - d) Changes in examination conventions, procedures or regulations suggested by the examiners' experience of the assessment process
  - e) Actions arising from this discussion
2. Chair of Examiners' reports and External Examiner reports should be discussed at GJCC or other staff-student committees.
  3. Prepare a draft response to External Examiner(s).
  4. Produce an examination report pack for the divisional Audit Sub-Committee (ASC) consisting of:
    - the Chair of Examiners' report (sent as two separate documents: Part II Section E; and the rest of the Chair of Examiner's report),
    - the External Examiner(s)' report(s),
    - copy of the draft response to External Examiner(s)
    - minutes of Committee meetings where examiners' reports were discussed
    - a copy of the Examination Conventions,

Make Chair of Examiners' reports (excluding Part II Section E) and External Examiner's reports available to students. Before publication, ensure the reports do not enable candidates to be identified and numerical data is converted to percentages.

**Useful reference documents:**

*Education Committee guidance in relation to the consideration of internal and external examiners' reports:*  
<https://academic.admin.ox.ac.uk/sites/default/files/academic/documents/media/pandgforexaminers.pdf> (section 4 and Annexe F)

External examiners send their reports to the University Education Policy Support team (external-examiners@admin.ox.ac.uk), the Division (Education Quality Assurance Officer) and forwarded to Course Directors, Course Administrators and Chairs of Examiners as received.

**Note: : If a course team receives a report directly from an External Examiner, it should be forwarded to external-examiners@admin.ox.ac.uk and to Education Quality Assurance Officer.**

Course Committee

Following consideration at course and GJCC committees **during Michaelmas Term**, the relevant department will produce an examination report pack (see 4.) for the divisional Audit Sub-Committee (send to Education Quality Assurance Officer) by **Friday of Week 3 in Hilary Term**.

Any outstanding issues to be followed up directly at course level by the Secretary to the Audit Sub-Committee.

## Teaching Excellence Awards

The biennial Divisional scheme running in conjunction with University to recognise and reward individuals and teams for excellence in teaching and supervision, the organisation of teaching, and support for teaching and learning within a research-intensive environment. Project funding is also available. The next round of applications/nominations will open in 2021.

### Useful reference documents:

*MSD Teaching Excellence Awards*

<https://www.medsci.ox.ac.uk/divisional-services/support-services-1/educational-strategy/teaching-excellence-awards>

## Nomination of 2019-20 Assessors

Review list of approved Assessors listed on the Approved Examination Board in the EAP system to identify whether additional nominations for the Trinity Term Examinations need to be put forward for approval.

**Note: The process of approval must be successfully finalized before nominees commence any work.**

### Useful reference documents:

*MSD quick reference guide on nomination of examiners and assessors*

[Process Overview](#)

[Step 1: Review the composition of your Exam Board](#)

[Step 2: Identify appropriate examiners and assessors](#)

[Step 3: The online EAP system](#)

### Nominations and Approvals

Examination Board Administrator

Use EAP system to create and edit the Examination Boards (appoint examiners and assessors), following [the User Manuals on the EAP support website](#).

Chair of Examiners/ Senior Nominating Officer

Follow the instruction in the [User Manual for EAP system](#) to approve board changes and composition.

### Payments

From 2019-20 examination cycle payments will be processed on the new EAP system. Training and further guidance will be provided from October 2019.

## Review of postgraduate induction and study skills

Course Committees and GJCC or other staff-student committees should discuss the arrangements for induction and support for study skills provided during the academic year to identify areas of improvement or good practice that can be incorporated for the next academic year.

Course Administrator

The minute(s) relating to this item to be sent to Education Quality Assurance Officer **by Friday of Week 4 of Trinity Term**.

## Examination Reports 2018-19

Please see the [MSD quick reference guide on Examination reporting](#).

During Hilary Term, courses are expected to undertake the following activities:

1. Send examination reporting pack (as detailed in the quick reference guide) to Education Quality Assurance Officer, by **Friday of Week 3 in Hilary Term**

The pack includes:

- the Chair of Examiners' report (sent as two separate documents: Part II Section E; and the rest of the Chair of Examiner's report),
- the External Examiner(s)' report(s),

External Examiners

External examiners send their reports to the University Education Policy Support team (external-examiners@admin.ox.ac.uk), the Division (Education Quality Assurance Officer) and forwarded to Course Directors, Course Administrators and Chairs of Examiners as received.

**Note: If a course team receives a report directly from an External Examiner, it should be forwarded to external-examiners@admin.ox.ac.uk and to Education Quality Assurance Officer.**

## HILARY TERM

- copy of the draft response to External Examiner(s) (response must be approved by the divisional ASC before being sent out)
  - Minutes of Committee meetings where examiners' reports were discussed
  - a copy of the Examination Conventions,
2. Discuss Chair of Examiner's report and External Examiner's report at GJCC (if discussion has not already taken place in Michaelmas Term)
  3. Send out response to the External Examiner (once the response has been approved by the divisional Audit Sub-Committee)

### Useful reference documents:

*Education Committee guidance in relation to the consideration of internal and external examiners' reports:*

<https://academic.admin.ox.ac.uk/sites/default/files/academic/documents/media/pandqforexaminers.pdf> (section 4 and Annexe F)

Chair of Examiners' report forwarded direct to Course Committees for consideration.

#### Course Team/Department

Following consideration at course and GJCC committees **during Michaelmas Term**, the relevant department will produce an examination reporting pack (see 4.) for the divisional Audit Sub-Committee (send to Education Quality Assurance Officer) by **Friday of Week 3 in Hilary Term**.

#### Division

Any outstanding issues to be followed up directly at course level by the Secretary to the Audit Sub-Committee.

Summary of ASC report submitted to Education Policy Support (EPS) which:

- i) confirms that a response has been provided to all external examiners
- ii) confirms that the division has carried out its oversight function
- iii) identifies any specific issues or arising themes that the Division wishes to draw to Education Committee's attention.

## Examination Regulation and convention changes for 2020-21

Course committees to undertake annual review of Examination Regulations and examination conventions.

### Examination Regulations

If any changes to Regulations or conventions are required, please contact Ros Whiteley or Education Quality Assurance Officer for advice as soon as possible.

Examination Regulations:

- a) **must be approved by the Division during Trinity Term** (major changes must also be approved by the University Education Committee). Please send proposals for changes to Education Quality Assurance Officer by **Friday of Week 3 of Trinity Term**;
- b) will be subject to meeting the requirement for vested interest.

### Examination Conventions

Proposed changes to examination conventions must be submitted to Education Quality Assurance Officer by **31 July 2020**, in order that the divisional Audit Sub-Committee can approve them in advance of the new academic year.

### Useful reference documents:

*MSD quick reference guide on Examination Regulations and Conventions*

[https://canvas.ox.ac.uk/courses/31970/pages/examination-regulations-and-conventions?module\\_item\\_id=321821](https://canvas.ox.ac.uk/courses/31970/pages/examination-regulations-and-conventions?module_item_id=321821)

*Annexe I of Policy & guidance for examiners and others involved in University Examinations:*

<https://academic.admin.ox.ac.uk/examiners>

#### Course Committee

Course Directors and/or Course Administrators to liaise with Educational Policy Officer (Ros Whiteley) or Education Quality Assurance Officer regarding proposed changes. Examination Regulations changes must be submitted by **Friday, Week 3 of Trinity Term**.

#### Divisional Office

Division to co-ordinate the approval process for changes to Examination Regulations. The Division will then arrange for publication of approved changes to Regulations in the *University Gazette*.

Division to arrange for Audit Sub-Committee approval of changes to examination conventions.



### Review of student representation arrangements

Departments/faculties should formally reflect and review the opportunities for student representation and involvement, including the arrangements to support that work and any developments for the following year should be discussed and endorsed.

**Useful reference documents:**

*Education Committee Policy and Guidance on student engagement and representation:*

<https://academic.admin.ox.ac.uk/student-engagement-and-representation>

*MSD PGT Student representation guide*

<https://canvas.ox.ac.uk/courses/31970/pages/student-engagement-and-representation>

Course Committees and GJCC/other staff-student committees Postgraduate Joint Consultative Committees to draw on experience of current representatives to inform the work of those serving in the subsequent year.

**Course Teams**

Course Teams to report practice regarded as student enhancement to Educational Policy and Standards Committee (via Education Quality Assurance Officer). Please submit relevant minutes to Education Quality Assurance Officer **by Friday of Week 4 of Trinity Term.**

### Review of Standing Orders for 2020-21

This process is under review following the introduction of the online Examiner Appointments and Payments system, and may be subject to change. Further guidance will be provided in due course.

## Review of results of 2019-20 Student Barometer and other local student feedback

Course Committees should review their Course-level results. Prompt consideration of the results at Course Committee-level in early Trinity Term is important so they can be discussed with student representatives through the relevant Graduate Joint Consultative Committee (GJCC).

The Barometer survey covers the whole student experience including application, teaching and pastoral support, and contains questions specific to both colleges and departments. The survey takes place in late Michaelmas Term and results are normally released, via Tableau, in late Hilary Term.

Please see the [MSD quick reference guide to Reviewing and reporting on PG student feedback](#) for further guidance.

### Course Committees and JCCs

Discuss the student Barometer results referring to guidance in Quick Reference Guide

### Course Director and Administrator

Course team to provide a report on PG student feedback for consideration by the division.

The report must be made available for consideration at divisional level by **Michaelmas Term 2019**.

## Nomination of Assessors 2019-20

Review list of approved Assessors listed on the Approved Examination Board in the EAP system to identify whether additional nominations for the Trinity Term Examinations need to be put forward for approval.

**Note: The process of approval must be successfully finalized before nominees commence any work.**

### Useful reference documents:

*MSD quick reference guide on nomination of examiners and assessors*

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[Step 1: Review the composition of your Exam Board](#)

[Step 2: Identify appropriate examiners and assessors](#)

[Step 3: The online EAP system](#)

## Nominations and Approvals

### Examination Board Administrator

Use EAP system to create and edit the Examination Boards (appoint examiners and assessors), following [the User Manuals on the EAP support website](#).

### Chair of Examiners/ Senior Nominating Officer

Follow the instruction in the [User Manual for EAP system](#) to approve board changes and composition.

## Payments

From 2019-20 examination cycle payments will be processed on the new EAP system. Training and further guidance will be provided from October 2019.

## Examination Regulations and Conventions for 2020-21

### Examination Regulations

Course Directors and/or Course Administrators to liaise with Educational Policy Officer (Ros Whiteley) or Education Quality Assurance Officer regarding proposed changes to Examination Regulations and conventions.

Examination Regulations:

- must be approved by the Division during Trinity Term** (major changes must also be approved by the University Education Committee). Please send proposals for changes to Education Quality Assurance Officer by **Friday of Week 3 of Trinity Term**;
- will be subject to meeting the requirement for vested interest.

### Course Committee

Course Directors and/or Course Administrators to liaise with Educational Policy Officer (Ros Whiteley) or Education Quality Assurance Officer regarding proposed changes.

Proposed Examination Regulations changes must be submitted by **Friday, Week 3 of Trinity Term**.

### Divisional Office

Division to co-ordinate the approval process for changes to Examination Regulations.



### Examination Conventions

Proposed changes to examination conventions must be submitted to Education Quality Assurance Officer by **31 July 2020**, in order that the divisional Audit Sub-Committee can approve them in advance of the new academic year.

#### **Useful reference documents:**

*MSD quick reference guide on Examination Regulations and Conventions*

[https://canvas.ox.ac.uk/courses/31970/pages/examination-regulations-and-conventions?module\\_item\\_id=321821](https://canvas.ox.ac.uk/courses/31970/pages/examination-regulations-and-conventions?module_item_id=321821)

*Annexe I of Policy & guidance for examiners and others involved in University Examinations:*

<https://academic.admin.ox.ac.uk/examiners>

The Division will then arrange for publication of approved changes to Regulations in the *University Gazette*.

Division to arrange for Audit Sub-Committee approval of changes to examination conventions.

### **Review of collaborative arrangements (including student placements and exchanges)**

Departments and Division to ensure the academic standards and quality of learning opportunities are equal for students studying in Oxford and at partner institutions.

#### Divisional Office

Departmental Administrators and Divisional Officers (Jane Dale and Ros Whiteley) to keep up to date a Divisional register of collaborative arrangements.

Audit Sub-Committee and Education Policy and Standards Committee will receive the divisional register along with a summary of recommendations regarding the ongoing management of the collaborative arrangements.

#### Department

Departments will check the currency of written agreements governing the collaborative arrangements in liaison with Divisional Officers and the central University (Education Policy Support).

### **Developing and introducing a new course**

#### New Courses

Approval to develop new courses is given on a competitive basis, with 'gathered field' exercises at both divisional and University levels. Departments are advised to seek divisional guidance as early as possible, and no later than two full academic years ahead of the first proposed admissions round. The 2019-20 annual gathered field exercise is expected to run in Trinity Term 2020.

The Trinity Term 2020 gathered field exercise will consider proposals for courses to start in 2022-23. Further guidance will be circulated during the 2019-20 academic year.

#### **Useful reference documents:**

*Education Committee Policy & Guidance on the Introduction of New Courses and Major Changes to Courses:*

<https://academic.admin.ox.ac.uk/new-courses>

#### Department

Department to contact Senior Assistant Registrar for Education (Jane Dale) and Educational Policy Officer (Ros Whiteley) to discuss.

*Divisional guidance on the development of new course proposals (circulated to departments by email)*

*Education Committee Policy & Guidance for Graduate Taught Courses:*

<https://academic.admin.ox.ac.uk/policies/pgt>

*Education Committee Policy framework for part-time graduate provision:*

<https://academic.admin.ox.ac.uk/part-time-graduate-provision>

*Education Committee Policy & Guidance Providing Education with Others (including Collaborative Provision, Placements and Exchanges )*

<https://academic.admin.ox.ac.uk/policies/providing-education-with-others>

*Education Committee Policy framework for distance learning award-bearing PGT courses:*

<https://academic.admin.ox.ac.uk/distance-learning-award-bearing-pgt-courses>

## Examination Regulations and Conventions for 2020-21

### Examination Regulations

Proposed changes to **Examination Regulations** must be submitted to Education Quality Assurance Officer for divisional approval by Friday of **Week 3 of Trinity Term**.

Approved changes to Examination Regulations affecting examinations/assessments in the next academic year must be submitted to the University Gazette by 30 June at latest. Divisional Officers will submit notices once the approval process is complete.

### Examination Conventions

Proposed changes to **Examination Conventions** must be submitted to Education Quality Assurance Officer by **31 July 2020**, in order that the divisional Audit Sub-Committee can approve them in advance of the new academic year.

### **Useful reference documents:**

*MSD quick reference guide on Examination Regulations and Conventions*

[https://canvas.ox.ac.uk/courses/31970/pages/examination-regulations-and-conventions?module\\_item\\_id=321821](https://canvas.ox.ac.uk/courses/31970/pages/examination-regulations-and-conventions?module_item_id=321821)

*Annexe I of Policy & guidance for examiners and others involved in University Examinations:*

<https://academic.admin.ox.ac.uk/examiners>

Proposed changes to Examination Regulations must be submitted to Education Quality Assurance Officer for divisional approval by Friday of **Week 3 of Trinity Term**.

Changes to Regulations to be submitted to the Gazette by Divisional Officers no later than 30 June 2019 (following approval by divisional committees, and where necessary by Education Committee).

Proposed changes to conventions to be submitted to Education Quality Assurance Officer by **31 July 2019**.

## Composition of 2019-20 Exam Boards for re-sits

If any changes to the Exam Board need to take place for assessing re-sit examinations the Examination Board Administrator should edit the existing board on the EAP system. Contact the Examiner Appointments and Payments Team if you encounter any problems.

### **Nominations and Approvals**

#### Examination Board Administrator

Use EAP system to create and edit the Examination Boards (appoint examiners and assessors), following [the User Manuals on the EAP support website](#).

#### Chair of Examiners/ Senior Nominating Officer

Follow the instruction in the [User Manual for EAP system](#) to approve board changes and composition.

### **Payments**

From 2019-20 examination cycle payments will be processed on the new EAP system. Training and further guidance will be provided from October 2019.

## Nomination of 2020-21 Examination Board Members

Nominations for Chair of Examiners should be made **by 1<sup>st</sup> October 2019**.

### **Nominations and Approvals**

#### EAP Exam Board Administrators (EBA)

Create and populate the Exam Board for the upcoming year on the EAP system.

Nominations for Examiners (internal and external) and External Assessors should be made **by 1<sup>st</sup> November 2019**.

Course Committees should allow plenty of time for appropriate considerations and the local approval process to be finalised by this deadline.

**Useful reference documents:**

*MSD quick reference guide on nomination of examiners and assessors.*

[Process Overview](#)

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[Step 2: Identify appropriate examiners and assessors](#)

[Step 3: The online EAP system](#)

*User Manuals on the EAP support website*

<https://itservicesprojects.web.ox.ac.uk/eap-support>

Refer to [EAP user support page for relevant User Manuals](#).

Senior Nominating Officer (SNO)

If there are any issues with the nominations SNO should communicate with the EBA via EAP system.

SNO must approve the finalised board by 1 November 2019. The nominations will then go to Proctors if further approval for individual examiners is needed.

Proctors

Proctors to approve examiner/assessor nominations where required.

**Payments**

From 2019-20 examination cycle payments will be processed on the new EAP system. Training and further guidance will be provided from October 2019.

## Course Handbooks for 2020-21

MSc Directors / Course Administrators to review and update course handbooks in time for new academic year.

Please note, the division reviews UG and PGT course handbooks in alternating years. PGT course handbooks will next be reviewed in summer 2020.

When finalised, course handbooks to be made publically available online (so prospective students can view them), unless there are specific reasons why this is not appropriate.

**Useful reference documents:**

*Policy and Guidance on Course Information:*

<https://academic.admin.ox.ac.uk/course-information>

Course Team

Review and update handbooks in time for new academic year.

Divisional Office

PGT course handbooks will next be reviewed by division in summer 2020.

## Other Information Available to Students

Course Committees to conduct annual review of:

- any information provided to students about their course that is not otherwise included in the Course Handbook;
- arrangements for students with disabilities and with special educational needs including information provided to students about these arrangements (must comply with Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 1995 & 2005).

## Induction

Send new students arrival and induction information, taking account of agreed Collegiate University timetable for induction, and the annual Red Carpet Event.

Alert new students to pre-sessional courses available at OUCS and Language Centre.

Details of the annual Red Carpet Event will be circulated by the Graduate School Officer.

### Examination Regulations 2020-21 – accuracy review

Courses to undertake annual review of the accuracy of Examination Regulations in line with information provided by the University's Educational Policy Section.

Any necessary amendments must be confined to the correction of errors of fact and typographical errors. Any amendments should be published in the **first *University Gazette* in September 2020**.

**IMPORTANT:** This review should not result in proposals for major or minor changes to examination regulations (these should have been published no later than in the last *University Gazette* of the previous term).

#### Useful reference documents:

MSD quick reference guide to Examination Regulations and Conventions

[https://canvas.ox.ac.uk/courses/31970/pages/examination-regulations-and-conventions?module\\_item\\_id=321821](https://canvas.ox.ac.uk/courses/31970/pages/examination-regulations-and-conventions?module_item_id=321821)

#### Divisional Office

Division to circulate a memo from the University's Education Policy Support with details of the review and deadlines. Education Quality Assurance Officer to co-ordinate annual proof-reading exercise on behalf of the Division, to ensure regulations are correct for the next academic year.

#### Course Teams

Course Teams to review their 2020-21 Exam Regulations when requested by Division (usually during late August/early September)

### Submit a report on consideration of 2019-20 Student Barometer and other local student feedback

Consideration of student feedback results at Course Committee-level and with student representatives through the relevant Graduate Joint Consultative Committee (GJCC) should have taken place in **early Trinity Term**.

Over the Long Vacation, departments will be asked to complete a report on PG student feedback in their department. Please see [the MSD quick reference guide on Reviewing and reporting on PG student feedback](#) for further details.

The report must be made available for considering at divisional level by **week 0 Michaelmas Term 2020**. Due to the delay in receiving the 2018-19 data, PGT courses will have to report on student feedback twice in 2019-20. (Reports on 2018-19 data are due by 6 December 2019, reports on 2019-20 data are due by 9 October 2020.)

### Assessment Unit Collection Exercise

Provide/review data about assessments needed in eVision (SITS) for the next academic year.

Academic Records Office (ARO, Examination Schools) initiates the process by informing appropriate Examination Administrators of the review window and providing guidance for its completion.

#### Examination Administrators

Examination Administrators to supply assessment data to ARO using eVision by set deadline.

### Programme-Specific Text for Transcripts

Update programme-specific text for University transcripts.

Academic Records Office (ARO, Examination Schools) initiates request for programme-specific text to be updated for next academic year.

#### Course Directors / Administrators

Course Directors / Administrators review the text (or the need for text if none used at present) using eVision by set deadline. Text to be approved by the Division using eVision by set deadline.



## Developing and introducing a new course / Proposals for major changes to existing courses

### New Courses

Approval to develop new courses is given on a competitive basis, with 'gathered field' exercises at both divisional and University levels. Departments are advised to seek divisional guidance as early as possible, and no later than two full academic years ahead of the first proposed admissions round.

In 2019-20, gathered field exercises will run in Trinity Term.

The Trinity Term 2020 gathered field exercise will consider proposals for courses to start in 2022-23. Further guidance will be circulated during the 2019-20 academic year.

### Existing Courses

Divisional guidance on major changes to an existing course should be sought as soon as possible.

### **Useful reference documents:**

*Education Committee Policy & Guidance on the Introduction of New Courses and Major Changes to Courses:*

<https://academic.admin.ox.ac.uk/new-courses>

*Divisional guidance on the development of new course proposals (circulated to departments by email)*

*Education Committee Policy & Guidance for Graduate Taught Courses:*

<https://academic.admin.ox.ac.uk/policies/pgt>

*Education Committee Policy framework for part-time graduate provision:*

<https://academic.admin.ox.ac.uk/part-time-graduate-provision>

*Education Committee Policy & Guidance Providing Education with Others (including Collaborative Provision, Placements and Exchanges )*

<https://academic.admin.ox.ac.uk/policies/providing-education-with-others>

*Education Committee Policy framework for distance learning award-bearing PGT courses:*

<https://academic.admin.ox.ac.uk/distance-learning-award-bearing-pgt-courses>

### Departments

Department to contact Senior Assistant Registrar for Education (Jane Dale) and Educational Policy Officer (Ros Whiteley) to discuss.

## University and Divisional consultations

Course Committees and/or Directors/Administrators to provide Divisional Officers with responses to University Education Committee and Divisional consultations.

### Course Teams

E-mail response to consultations to Divisional Officers as directed.

## Student Feedback

Collection and analysis of any local sources of student feedback. Student feedback should be discussed at course committees and departmental GSC and GJCC. The discussion should include student feedback on the induction programme, teaching, assessment and other aspects of the course/programme.

Please seek to identify:

- any areas of concern which may require further work and development
- significant improvements e.g. in response rates, assessment and feedback scores

### Course Teams and Committees

Analyse and discuss student feedback at course committees and departmental JCC

### Departments

Departments will be asked to report to the division on student feedback once a year, during the Long Vacation. Due to the delay in receiving the 2018-19 data, PGT courses will have to report on student feedback twice in 2019-20. (Reports on

- c) good practice - for dissemination across the division
- d) actions to be taken to address areas of concern and to build on good practice

2018-19 data are due by 6 December 2019, reports on 2019-20 data are due by 9 October 2020.)

Departments will be asked to report to the division on student feedback once a year, during the Long Vacation.

**Useful reference documents:**

*MSD quick reference guide to Reviewing and reporting on PG student feedback*

<https://canvas.ox.ac.uk/courses/31970/pages/reviewing-and-reporting-on-student-feedback>

## Examiner & Assessor Remuneration

### Payments

From 2019-20 examination cycle payments will be processed on the new EAP system. Training and further guidance will be provided from October 2019.

## Preparation for and consideration of Divisional / Education Committee reviews of faculties and departments

Ongoing cycle of departmental reviews to ensure educational provision maintains academic standards and quality of learning opportunities for students.

Departments will be contacted by the Divisional Office when a course in their department is due for review.

Course reviews are co-ordinated by Divisional Officers together with the appointed review Chair. The course and Division will prepare documentation for the review panel. Following the review meeting, Divisional Officers produce a report, which departments have the opportunity to respond to. Departments produce an action plan for Divisional consideration.

Review reports, departmental responses and action plans are considered by Divisional Audit-Sub Committee and Educational Policy and Standards Committee.

## Consideration of reports from Professional, Statutory or Regulatory Bodies (PSRBs)

Keep under review information released by PSRBs in relation to associated course and possible impact on educational provision.

### Department/Divisional Office

Departmental and Divisional Officers to ensure PSRB reports and papers relating to changes in PSRB arrangements are considered by the Graduate School Committee (GSC) and Educational Policy and Standards Committee (EPSC).

Divisional Officers manage the register of PSRBs and externally accredited partners and make it available to GSC and EPSC once per calendar year.