

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

New Courses

Divisional guidance on the development and introduction of a new course should be sought as soon as possible, but not later than two full academic years ahead of the planned first admissions round.

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 : <http://bit.ly/1PPjfbA>

Education Committee Policy & Guidance for Graduate Taught Courses:

http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/educationcommittee/documents/notesofguidance/Graduate_Taught_Courses.pdf

Education Committee Policy & Guidance on Managing teaching and learning outside Oxford:

1) *Flexible and Distributed Learning, including e-Learning and Distance Learning*

2) *Collaborative Provision of Education, including Placements and Exchanges*

(both documents available at <http://www.admin.ox.ac.uk/edc/policiesandguidance/>)

Department to contact Senior Assistant Registrar for Education (Jane Dale) and Educational Policy Officer (Jonathan Ellis) 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.

E-mail response to consultations to Divisional Officers as directed (Jane Dale/Jonathan Ellis/Clare Hayes).

Student Feedback

Review course-level feedback for:

- a) teaching,
- b) induction programme,
- c) other course aspects

Course Committees to identify:

- a) any areas of concern for further work and development
- b) significant improvements for wider circulation, e.g. in response rates, assessment and feedback rates

Action by course committees.

Examiner & Assessor Remuneration

Organisation of payments for examining / assessing duties associated with the last academic year / examination round.

In each term applicable to an exam, Taught Degrees Team (Examination Schools) distributes electronic spreadsheets (a.k.a. the 'Chair's Forms') to Chairs of Examiners / Exam Board Administrators for recording the payments due to examiners and assessors for the last examination round.

Chairs of Examiners approve the completed form and forward to Education and Funding Officer (Aga Bush) for divisional approval.

Education and Funding Officer returns approved form to Taught Degrees Team for processing in liaison with the Finance Division.

Expenditure statement for each examination code sent from University Finance to the Divisional Office Finance Team.

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, Divisional Officers and/or Education Policy Support Officers to plan, collate information and consider key documentation in preparation for upcoming reviews.

Divisional Officers coordinate reviews with the appointed Chair, and the Secretary to the review produces a report.

Departments receive the review report for consideration at local committees and:

- i) Provide responses to any significant areas of concern identified related to academic standards and the provision of information.
- ii) Consider recommendation for quality assurance improvements and quality enhancement
- iii) Produce an action plan for Divisional consideration

Divisional Audit-Sub Committee and Educational Policy and Standards Committee must receive departmental responses from the review report and distribute the outcomes to relevant sub-committees of the Medical Sciences Board.

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.

Departmental and Divisional Officers to ensure PSRB reports and papers relating to changes in PSRB arrangements are considered by Undergraduate Studies Committee (UGS) and Educational Policy and Standards Committee (EPSC).

Divisional Officers (Jane Dale, Jonathan Ellis, and Aga Bush) manage the register of PSRBs and externally accredited partners and make it available to USC and EPSC once per calendar year.

Course Committees

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

- a) review their:
 - terms of reference,
 - composition, and
 - 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.

Report any significant proposals for change to the divisional Graduate School Committee (GSC) via Jonathan Ellis (Educational Policy Officer).

Identification of Academic Objectives for the Year

Confirm year's specific academic activities in the light of any review outcomes, departmental plans, divisional five-year plans, the University's Strategic Plan.

Useful reference documents:

Divisional Plan: available on request

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

OUSU

Collection of Student Representatives' details

OUSU Academic Representation Officer (Matt Tennant) to request (via e-mail) details of Student Representatives from departments/courses.

OUSU Academic Representation Officer to provide Educational Policy Officer (Jonathan Ellis) with details of Student Representatives as soon as possible following completion of elections in **Michaelmas Term**.

Complaints

Review complaints and appeals over the last academic year

Courses to complete annual divisional on-line questionnaire to report on complaints and appeals from the previous academic year.

Nomination of Examiners

Complete and submit Examiner Nomination forms with details of nominees including:

- a) Internal Examiner Supporting Information Form – for each new nominee
- b) CV and the External Examiner Supporting Information Form – for each new External Examiner

Useful reference documents:

Divisional Guidance on Nominations circulated to course committees and administrators.

Taught Degrees Team (Examination Schools) to distribute nomination forms to course committees.

Course Committees to return completed nomination forms to Aga Bush (Education and Funding Officer) by set deadline (including Supporting Information forms and CVs as necessary).

Aga Bush to seek approval from Deputy Head of Division (Education) on behalf of the Medical Sciences Board and to submit approved forms to Taught Degrees Team (Examination Schools).

Taught Degrees Team to calculate the payment route (accounts payable / casual payroll), identify missing information and request it from the relevant Exam Board Administrator. Once information is received, Taught Degrees Team to process nominations and seek Proctorial and PVC (Education) approval.

Nomination of Assessors

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 (for many exams 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).

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.

Complete and submit Assessor Nomination Forms with details of nominees including Assessor Supporting Information Forms for each new nominee.

Useful reference documents:

Divisional guidance on nominations circulated to Chairs of Examiners and Exam Board Administrators.

Chair of Examiners/Exam Board Administrator to download 2015-16 Assessor Nomination Form from the Examiner Appointments 2015-16 WebLearn site
<https://weblearn.ox.ac.uk/portal/site/central/aad/ea/appoint1516>

Chair of Examiners to submit completed forms to Aga Bush (Education and Funding Officer).

Aga Bush to seek approval from Deputy Head of Division (Education) on behalf of the Medical Sciences Board and to submit approved forms to Taught Degrees Team (Examination Schools).

Taught Degrees Team to calculate the payment route (accounts payable / casual payroll), identify missing information and request it from the relevant Exam Board Administrator. Once information is received, Taught Degrees Team to process nominations and seek Proctorial and PVC (Education) approval.

Admissions

Annual review of graduate admissions exercise:

- a) consider in particular any trends in relation to key demographic characteristics including sex, ethnicity, gender, disability;
- b) identify any trends in numbers, source and quality of applications;
- c) use of English language waivers;
- d) consider over-offer ratios, withdrawals and take-up of places;
- e) selection process particularly in light of Divisional Funding Competition rules – i.e. minimum interview requirement;
- f) availability of other funding (i.e. other than Divisional Funding Competition);
- g) procedures for the forthcoming admissions round;
- h) review of target numbers;
- i) confirm admissions processes are meeting the requirements of the *Policy and Guidance for graduate taught courses* <http://www.admin.ox.ac.uk/edc/policiesandguidance/pgpghtaughtcourses/>;
- j) note the report any changes in or enhancements to process or practice for subsequent admissions rounds.

Graduate Admissions to provide data to Division (published 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 (GSC) to contact specific courses if some aspects of its admissions data requires follow up.

Supervision Reporting

Previous term reporting

Review previous term's supervision reporting rates for students, supervisors and Director of Graduate Studies.

Current term reporting

Director of Graduate Studies to chase outstanding supervision reports prior to the specified deadline.

Previous term reporting

The return rate for supervision reports will be reviewed at meetings of MSc Directors and by the Audit Sub-Committee (ASC).
Poor return rates will prompt a request to the course for a response.

Current term reporting

Graduate School Assistants to send lists of outstanding supervision reports to Directors of Graduate Studies twice towards the end of the term (week apart).

Completion of PGT Quality Assurance Questionnaire

Complete on-line Quality Assurance Questionnaire:

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

URL link to on-line questionnaire distributed (via Division) to Course Directors and Course Administrators for completion.

The questionnaire to be completed by a set deadline.

- 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). Next round of PGT Quality Assurance Questionnaire is due to take place in MT17.

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

Results of Postgraduate Student Barometer 2014-15

Consideration of reports from Course Committee on PG Barometer results to ensure i) student evaluation and feedback has been considered systematically by all Course Committees and that any action plans are in place; ii) undertake cross-divisional analysis of results

Reports on PG Barometer results for previous academic year to be received by Educational Funding Officer (Aga Bush) by **Week 0 of Michaelmas Term** for consideration at the first meeting of **Audit Sub-Committee** (PG results first received at departmental level during Trinity Term of preceding year).

Divisional report submitted to QASC in **Late Michaelmas Term** (Date TBC in 16/17) confirming consideration of student evaluation and feedback has been undertaken by all Course Committees, and will note any areas of particular concern or improvement and planned action.

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.

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 2015 (W10 or W11 TBC).

Actions arising from evaluation to be communicated to appropriate bodies during Michaelmas Term 2015.

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. The next round of applications/nominations will open in 2017.

Division disseminates information on scheme to departments and Course Committees, for advertisement / action as appropriate.

Applications / nominations sent to Division (Aga Bush) by set deadline.

Postgraduate Student Barometer 2015-16

In 2015/16 all full time and part time matriculated students will be surveyed through the Student Barometer, with the exception of:

- a) Undergraduates in their final year - these students are surveyed in the National Student Survey.
- b) Students of the Doctor of Clinical Psychology - these students are surveyed separately.
- c) Students in years 2 and 5 of the standard medical course and students in year 3 of the graduate-entry medical course
- d) Part-time students on non-matriculated courses.

Data available in mid-Hilary Term through Tableau Public software at <http://www.ox.ac.uk/students/life/feedback> (no login required)

Barometer results to be reviewed by course committees in Trinity Term and subsequently by divisional Graduate School Committee (GSC).

Annual Programme Statistics (APS)

Divisional Officers to review annual statistics produced by Student Data Management and Analysis (SDMA) and consider where there are issues of performance between students with different characteristics at the divisional and course/departmental level

Statistics are located at:

<https://weblearn.ox.ac.uk/portal/hierarchy/central/aad/adm/sdma/reporting/aps>

APS considered by Course Committees via Examiners' Reports (see below)

Divisional Officers to review statistics. Statistically significant data is drawn to the attention of the GSC, ASC, Course Committees, and EPSC or to University level bodies as appropriate.

University Education Committee reports on the APS may be provided to divisional education committees and/or course committees for discussion.

Supervision Reporting

Previous term reporting

Review previous term's supervision reporting rates for students, supervisors and Director of Graduate Studies.

Current term reporting

Previous term reporting

The return rate for supervision reports will be reviewed at meetings of MSc Directors and by the Audit Sub-Committee (ASC).
Poor return rates will prompt a request to the course for a response.

Current term reporting

Director of Graduate Studies to chase outstanding supervision reports prior to the specified deadline.

Graduate School Assistants to send lists of outstanding supervision reports to Directors of Graduate Studies twice towards the end of the term (week apart).

Examination Reports – Course Committee and Divisional Consideration

Conduct annual review of examiners' reports to monitor teaching/assessment standards and outcomes.

1. Identify:
 - a) any changes that the examination process might have given rise to concerning:
 - the content of the course
 - teaching methods and/or
 - existing methods of assessment
 - compulsory and/or optional elements of the course
 - b) any need to review specific options;
 - 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) any possible changes in examination conventions, procedures, or regulation suggested by the examiners' experience of the assessment process.
2. Agree consequential actions.
3. Draft response to External Examiner/s.
4. Produce report on examinations for the divisional Audit Sub-Committee (ASC) consisting of:
 - the Chair of Examiners' report,
 - copy of the Examination Conventions,
 - the External Examiner/s' report/s,
 - report of Course Committee discussions regarding examiners' reports, and
 - draft response to External Examiner/s for approval by Audit Sub-Committee (ASC); or, if already approved by Audit Sub-Committee (ASC) by correspondence, a copy of the feedback sent to the External Examiner/s
 - review student facing documentation (conventions, student handbook) and suggest amendments or improvements based on report findings

Publish examination reports in the Oxonly domain for student consumption, having checked that reports do not enable candidates to be identified (ensure conversion of numerical data to percentages, and remove Part II Section E of the report).

Note: publication is not required for courses/examinations/ papers/individual questions involving fewer than 6 students.

Useful reference documents:

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

<http://www.admin.ox.ac.uk/edc/policiesandguidance/pgexaminers/5meetings/> (section 5.3.), and

<http://www.admin.ox.ac.uk/edc/policiesandguidance/pgexaminers/annexee/>

External examiners' reports sent to Division (Aga Bush) and forwarded to Course Directors, Course Administrators and Chairs of Examiners as received.

Note: Courses/Departments to forward to Division (Aga Bush) all External Examiner reports received directly from examiners if evident that these have not been sent to Division.

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

Following consideration at course and GJCC committees during Michaelmas Term, the relevant department, will produce a report (see 4.) for the divisional Audit Sub-Committee (send to Jonathan Ellis and Aga Bush) 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 (Jonathan Ellis).

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.

Nomination of Assessors

Review list of approved Assessors (available on Examiner Appointments 2015/16 Weblearn site) to identify whether additional nominations for the Trinity Term Examinations need to be put forward for approval.

If so, complete and submit Assessor Nomination Form with details of nominees, including Supporting Information Forms for each nominee who has not been formally approved as Assessor/Examiner before.

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

Chair of Examiners/Exam Board Administrator to download 2015-16 Assessor Nomination Form from the Examiner Appointments 2015-16 WebLearn site (<https://weblearn.ox.ac.uk/portal/hierarchy/central/aad/ea/appoint1516>)
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Chair of Examiners to submit completed forms to Aga Bush (Education and Funding Officer).

Aga Bush to seek approval from Deputy Head of Division (Education) on behalf of the Medical Sciences Board and to submit approved forms to Taught Degrees Team (Examination Schools).

Taught Degrees Team to calculate the payment route (accounts payable / casual payroll), identify missing information and request it from the relevant Exam Board Administrator. Once information is received, Taught Degrees Team to process nominations and seek Proctorial and PVC (Education) approval.

Regulation Changes

Courses to undertake annual review of the accuracy of Examination Regulations.

Any proposals for change:

- a) must be approved by the Division (major changes must also be approved by the University Education Committee);
- b) will be subject to meeting the requirement for vested interest.

Changes to regulations affecting examinations/assessments in the next academic year **MUST** be approved in time to publish them in the **last *University Gazette* in July**.

Course Directors and/or Course Administrators to liaise with Educational Policy Officer (Jonathan Ellis) regarding proposed changes.

Division to arrange for publication of approved changes (whether by Senior Officers or via divisional/University education committees) in the *University Gazette*.

Education and Funding Officer (Aga Bush) to co-ordinate annual proof-reading exercise on behalf of the Division, to ensure regulations are correct for the next academic year.

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.

Postgraduate Joint Consultative Committees to draw on experience of current representatives to inform the work of those serving in the subsequent year.

JCCs to report practice regarded as student enhancement to Educational Policy and Standards Committee (via Jane Dale and Jonathan Ellis).

Review of postgraduate induction and study skills

Departments to timetable annual consideration of the role and effectiveness of faculty/department induction and support for the development of student study skills.

Course Committees to 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.

The minute(s) relating to this item to be sent to Educational Policy and Standards Committee (via Jane Dale and Jonathan Ellis).

Nomination of Chairs of Examiners

Establish who will Chair examinations in the next academic year, complete and submit Chair Nomination Form with details of nominees.

Note: The University expectation is that:

- A) nominees have previously been appointed as an examiner before taking on a role as Chair of Examiners
- B) wherever possible, individuals who have been course directors or their equivalent in the year of the examination concerned, should not be appointed as Chairs of Boards of Examiners

Useful reference documents:

Divisional guidance on nominations circulated to Course Committees and Administrators.

Taught Degrees Team (Examination Schools) to distribute nomination forms to course committees via course/exam board administrators.

Exam Board Administrators to return completed nomination forms to Aga Bush (Education and Funding Officer) by Friday week 8 Trinity Term (**Friday, 17th June 2016**).

Aga Bush to seek approval from Deputy Head of Division (Education) on behalf of the Medical Sciences Board and to submit approved forms to Taught Degrees Team by the end of Trinity Term (**Wednesday, 6th July 2016**).

Taught Degrees Team to process submitted nominations and seek Proctorial and PVC (Education) approval.

Nomination of Assessors

Review list of approved Assessors (available on Examiner Appointments 2015/16 Weblearn site) to identify whether additional nominations for the following term's round of Examinations need to be put forward for approval.

If so, complete and submit appropriate Nomination Form with details of nominees, including Supporting Information Forms for each nominee who has not been formally approved as Assessor/Examiner before.

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

Useful reference documents:

Divisional guidance on nominations circulated to Chairs of Examiners and Exam Board Administrators.

Chair of Examiners/Exam Board Administrator to download 2015-16 Assessor Nomination Form from the Examiner Appointments 2015-16 WebLearn site (<https://weblearn.ox.ac.uk/portal/hierarchy/central/aad/ea/appoint1516>)

Chair of Examiners to submit completed forms to Aga Bush (Education and Funding Officer).

Aga Bush to seek approval from Deputy Head of Division (Education) on behalf of the Medical Sciences Board and to submit approved forms to Taught Degrees Team (Examination Schools).

Taught Degrees Team to calculate the payment route (accounts payable / casual payroll), identify missing information and request it from the relevant Exam Board Administrator. Once information is received, Taught Degrees Team to process nominations and seek Proctorial and PVC (Education) approval.

Assessment Review

Provide/review data about assessments needed in e:Vision (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 to supply assessment data to ARO using e:Vision by set deadline.

Programme-Specific Text – 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 review the text (or the need for text if none used at present) using e:Vision by set deadline.
Text to be approved by the Division using e:Vision by set deadline.

Supervision Reporting

Previous term reporting

Review previous term's supervision reporting rates for students, supervisors and Director of Graduate Studies.

Previous term reporting

The return rate for supervision reports will be reviewed at meetings of MSc Directors and by the Audit Sub-Committee (ASC).
Poor return rates will prompt a request to the course for a response.

Current term reporting

Director of Graduate Studies to chase outstanding supervision reports prior to the specified deadline.

Current term reporting

Graduate School Assistants to send lists of outstanding supervision reports to Directors of Graduate Studies twice towards the end of the term (week apart).

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.

Departmental Administrators and Divisional Officers (Jane Dale and Jonathan Ellis) 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.

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

Receipt and Approval of Changes to Student Facing Documentation

Approval of amended student facing documentation following review by local and divisional committed in Hilary Term.

Course Committees to address recommendations from review of Examination Reports by Audit Sub-Committee in Hilary Term.

Audit Sub-Committee to receive updated Exam Regulations, Exam Conventions and Student handbook for 2016-17 by **Week 4** in Trinity Term for approval at the final Audit Sub-Committee of the academic year.

Postgraduate results of 2015-16 Student Barometer

Course-level results are considered by the Course Committees responsible for them and cover the whole student experience including application, teaching and pastoral support, and contains questions specific to both colleges and departments.

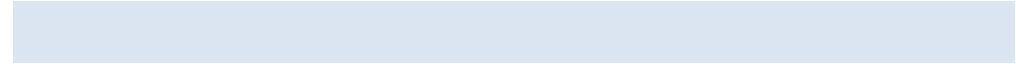
The survey takes place in late Michaelmas term and results are normally released, via tableau, in late Hilary Term.

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 Joint Consultative Committee (JCC).

Course Committees will provide for consideration by the division a Postgraduate Report consisting of:

- i) an extract of the minutes of the committee at which the student survey results were considered;
- ii) and/or commentary describing their consideration;
- iii) any actions agreed locally;
- iv) any issues or proposed actions they wish to be considered by the division.

The report must be made available for early considering at divisional level in the following Michaelmas Term.



LONG VACATION

Composition of Exam Boards for re-sits

Chairs of Examiners to confirm composition of Board of Examiners for re-sit examinations.

Note: Board of Examiners for re-sit examinations should consist of Examiners already approved in the year of the examination concerned.

Academic Records Office (ARO) e-mail Chairs of Examiners /Administrators with details of confirmed entries for re-sit examinations and a request to confirm composition of Board of Examiners with Taught Degrees Team.

Chairs of Examiners /Administrators download (from appropriate Examiner Appointments Weblearn site) and complete the *Reduced Exam Board for LongVac re-sits - template spreadsheet.xls* (if no change to composition needed, a brief e-mail confirming this will suffice) and submit it to Aga Bush.

Aga Bush to seek approval from Associate Head of Division (Education) on behalf of the Medical Sciences Board and submit approved changes to Taught Degrees.

Taught Degrees seek Proctorial and PVC (Education) approval.

Course Handbooks, Exam Regulations

Directors of Undergraduate Studies / Course Administrators to review and update course handbooks, exam regulations and in time for new academic year.

MSc Directors / Course Administrators to provide a brief description of changes made – when prompted to do so – during the publishing process.

Education and Funding Officer (Aga Bush) and Educational Policy Officer (Jonathan Ellis) to review changes to updated documentation.

Information Available to Students

Conduct annual review of:

- a) Information provided to students about their course, including:
 - what teaching methods to expect,
 - the normal teaching pattern for the course,
 - assessment, including the methods used, sample examination papers, the nature and quality of the work expected (criteria used in marking), and the conventions used in combining marks for final outcome
- b) other information including:
 - study skills support
 - the avoidance of plagiarism, academic integrity, and
 - how students may make a complaint (departments/courses should have their own version of the University template, which can be downloaded from the Useful Documents section of the Education Committee website: <http://www.admin.ox.ac.uk/edc/qa/qualityassurancedocuments/>).
- c) 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 (Tessa Finlayson).

Examiner Nominations for Next Academic Year

Courses to start preparing for the next academic year Examiner nominations process.

Start liaising with potential nominees and collating a list of examiners (including their credentials, expertise and experience) ready for the nominations process to start in Michaelmas Term.