

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 2017/18, gathered field exercises will run in Michaelmas and Trinity Terms (with an annual exercise during Trinity Term thereafter).

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:

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

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

Education Committee Policy & Guidance for Graduate Taught Courses: <http://www.admin.ox.ac.uk/edc/policiesandguidance/pgpgtaughtcourses/>

Education Committee Policy framework for part-time graduate provision: <http://www.admin.ox.ac.uk/edc/policiesandguidance/ptgraduateprovision/>

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

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

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

http://www.admin.ox.ac.uk/edc/policiesandguidance/distance_learning/

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.

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.

Action by course directors, administrators and committees.

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

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](#)

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, **Examiner Appointments & Payments 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 **Examiner Appointments & Payments Team** for processing in liaison with the Finance Division.

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.

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.

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 Educational Policy Officer (Ros Whiteley).

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, the University's Strategic Plan.

Useful reference documents:

Divisional Plan: available on request

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

Oxford SU

Collection of Student Representatives' details.

Useful reference documents:

Education Committee Policy and Guidance on student engagement and representation:

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

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

Oxford SU Academic Representation Officer to provide Educational Policy Officer with details of Student Representatives as soon as possible following completion of elections in **Michaelmas Term**.

Complaints 2016/17

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 2017/18 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:

[MSD quick reference guide on nomination of examiners and assessors](#)

Chair of Examiners/Exam Board Administrator to follow instructions available in [Examiner appointments staff handbook](#).

Examiner Appointments & Payments 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, **Examiner Appointments & Payments Team** to process nominations and seek Proctorial 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 any changes in or enhancements to process or practice for subsequent admissions rounds.

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 (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
- 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). EPS has advised that the quality assurance questionnaire will not run in 2017/18 due to staff shortages in EPS.

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.

On-line results 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.

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 2017.

Actions arising from evaluation to be communicated to appropriate bodies during Michaelmas Term 2017.

Examination Reports 2016-17 – Course Committee and Divisional Consideration

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

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

1. Chair of Examiners to ensure preparation of the Chair of Examiner's report, and obtain approval of the report from the Examination Board (please see quick reference guide for guidance on the preparation of the report)
2. Course committee to conduct review of examiners' reports to monitor teaching/assessment standards and outcomes (please see quick reference guide for areas that the discussion should include)
3. Course Director to prepare draft response to External Examiner
4. Make Chair of Examiner's report (excluding Part II Section E) and External Examiner's report available to students. Before publication, please check that reports do not enable candidates to be identified
5. Discuss Chair of Examiner's report and External Examiner's report at GJCC

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/>

[MSD quick reference guide on Examination reporting](#)

External examiners' reports to be sent to the University Education Policy Section team (external-examiners@admin.ox.ac.uk) and Division (Aga Bush) and forwarded to Course Directors, Course Administrators and Chairs of Examiners as received.

Note: Courses/Departments to forward to the University Education Policy Section team (external-examiners@admin.ox.ac.uk) and Division (Aga Bush) all External Examiner reports received directly from examiners if evident that this has not been done previously.

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 set of documentation (see 4.) for the divisional Audit Sub-Committee (send to 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.

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.

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. In 2017/18, gathered field exercises will run in Michaelmas and Trinity Terms (with an annual exercise during

Department to contact Senior Assistant Registrar for Education (Jane Dale) and Educational

Trinity Term thereafter).

The Michaelmas Term 2017 gathered field exercise will consider proposals for courses to start in 2019-20. The deadlines for the Michaelmas Term 2017 exercise are set out in the table below:

Step	Deadline
Departments to send completed templates for new course proposals to divisions	20 October 2017 (end of week 2, MT17)
Divisions to send prioritised proposals to EdC panel	3 November 2017 (end of week 4, MT17)
EdC panel to notify divisions of its decisions	17 November 2017 (end of week 6, MT17)

Useful reference documents:

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

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

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

Education Committee Policy & Guidance for Graduate Taught Courses: <http://www.admin.ox.ac.uk/edc/policiesandguidance/pgpgtaughtcourses/>

Education Committee Policy framework for part-time graduate provision: <http://www.admin.ox.ac.uk/edc/policiesandguidance/ptgraduateprovision/>

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

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

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

http://www.admin.ox.ac.uk/edc/policiesandguidance/distance_learning/

Policy Officer (Ros Whiteley) to discuss.

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 2019.

Useful reference documents:

[MSD Teaching Excellence Awards](#)

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.

Nomination of 2017/18 Assessors

Review list of approved Assessors (available on Examiner Appointments 2017/18 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 follow instructions available in [Examiner appointments process handbook](#).

Examiner Appointments & Payments 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, **Examiner Appointments & Payments Team** to process nominations and seek Proctorial approval.

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 Ros Whiteley).

Examination Reports 2016-17 – Course Committee and Divisional Consideration

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 documentation (as detailed in the quick reference guide) to Aga Bush, by **Friday of Week 3 in Hilary Term**.
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:

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

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

[MSD quick reference guide on Examination reporting](#)

External examiners' reports to be sent to the University Education Policy Section team (external-examiners@admin.ox.ac.uk) and Division (Aga Bush) and forwarded to Course Directors, Course Administrators and Chairs of Examiners as received.

Note: Courses/Departments to forward to the University Education Policy Section team (external-examiners@admin.ox.ac.uk) and Division (Aga Bush) all External Examiner reports received directly from examiners if evident that this has not been done previously.

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 set of documentation (see 4.) for the divisional Audit Sub-Committee (send to 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.

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 2018/19

Course committees to undertake annual review of Examination Regulations and examination

Course Directors and/or Course Administrators to liaise with Educational

conventions.

If any changes to Regulations or conventions are required, please contact Ros Whiteley or Aga Bush for advice as soon as possible. Proposals for changes to Examination Regulations:

- a) must be approved by the Division during Trinity Term (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 (i.e. by 11th July 2018)**.

Proposed changes to examination conventions must be submitted to Aga Bush by **31 July**, 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](#)

Annexe I of Policy & guidance for examiners and others involved in University Examinations: <http://www.admin.ox.ac.uk/edc/policiesandguidance/pgexaminers/>

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:

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

Supervision Reporting

Previous term reporting

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

Current term reporting

Policy Officer (Ros Whiteley) regarding proposed changes.

Division to co-ordinate the approval process for changes to Examination Regulations (whether by Senior Officers or via divisional/University education committees). 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.

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 Ros Whiteley).

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

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

Directors of Graduate Studies twice towards the end of the term (week apart).

Review of results of 2017-18 Student Barometer and

Course-level results are considered by the Course Committees responsible for them. 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.

other local student feedback

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 a report on PG student feedback for consideration by the division. Please see the [MSD quick reference guide to Reviewing and reporting on PG student feedback](#) for a list of areas that should be discussed at course committees, and that the report should address.

The report must be made available for considering at divisional level by **week 0 Michaelmas Term 2018**.

Nomination of 2017/18 Assessors

Review list of approved Assessors (available on Examiner Appointments 2017/18 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:
[MSD quick reference guide on nomination of examiners and assessors](#)

Chair of Examiners/Exam Board Administrator to follow instructions available in [Examiner appointments process handbook](#).

Examiner Appointments & Payments 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, **Examiner Appointments & Payments Team** to process nominations and seek Proctorial approval.

Examination Regulations and Conventions for 2018/19

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

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

Proposed changes to conventions to be submitted to Aga Bush by **31 July**.

Proposed changes to Examination Regulations will need to be approved by Divisional committees during Trinity Term (major changes must also be approved by the University Education Committee).

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 (i.e. by 11th July 2018).

Proposed changes to examination conventions must be submitted to Aga Bush by **31 July**, 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](#)

Annexe 1 of Policy & guidance for examiners and others involved in University

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

Assessment Unit Collection Exercise

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 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 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

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).

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 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.

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. In 2017/18, gathered field exercises will run in Michaelmas and Trinity Terms (with an annual exercise during Trinity Term thereafter).

The Trinity Term 2018 gathered field exercise will consider proposals for courses to start in 2020-21. The specific deadlines and guidance for the Trinity Term 2018 exercise are expected to be announced by Education Committee in February 2018.

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

Useful reference documents:

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

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

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

Education Committee Policy & Guidance for Graduate Taught Courses:

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

Education Committee Policy framework for part-time graduate provision:

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

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

) <http://www.admin.ox.ac.uk/edc/policiesandguidance/pgeducationwithothers/>

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

http://www.admin.ox.ac.uk/edc/policiesandguidance/distance_learning/

LONG VACATION

Composition of 2017/18 Exam Boards for re-sits

Please note: The process for nomination of Boards of Examiners for re-sit examinations is being revised. The Division will inform departments when details are available.

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, Examination Schools) e-mails Chairs of Examiners /Exam Board Administrators with details of confirmed entries for re-sit examinations and a request to confirm composition of Board of Examiners with **Examiner Appointments & Payments Team**.

Chairs of Examiners /Exam Board Administrators to download (from 2017-18 Examiner Appointments Weblearn site) and complete the *Reduced Exam Board (LongVac re-sits) - template spreadsheet 17-18.xls* and submit it to the local Senior Nominator for approval (if no change to composition needed, a brief e-mail to **Examiner Appointments & Payments Team** confirming this will suffice).

Local Senior Nominator to submit approved forms to **Examiner Appointments & Payments Team**.

Examiner Appointments & Payments Team to process submitted changes and seek Proctorial approval.

Nomination of 2018/19 Examination Board Members

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:

[MSD quick reference guide on nomination of examiners and assessors.](#)

For detailed instructions go to [Examiner appointments process handbook](#).

Examiner Appointments & Payments 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, **Examiner Appointments & Payments Team** to process nominations and seek Proctorial approval.

Course Handbooks for 2018/19

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

Useful reference documents:

Policy and Guidance on Course Information:

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

Divisional Officers to review changes to updated documentation.

When finalised, course handbooks to be made publically available online (so prospective students can view

<http://www.admin.ox.ac.uk/edc/policiesandguidance/pandgoncourseinformation/> them.)

Other Information Available to Students

Course Committees to conduct annual review of:

- a) any information provided to students about their course that is not otherwise included in the Course Handbook;
- b) 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-Gray).

Examination Regulations 2018/19 – accuracy review

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

Any necessary minor changes to regulations to be published in the **first *University Gazette* in September 2018.**

IMPORTANT: This review should not result in proposals for major 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](#)

Division to circulate a memo from the University's Educational Policy Section with details of the review and deadlines. 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.

Submit a report on consideration of 2017-18 Student Barometer and other local student feedback

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

Over the Long Vacation, departments will be asked to complete an online 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 2018**.