

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 Senior 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:

[University Strategic Plan](#)

Course Committee

Report any significant proposals for change to the divisional Graduate School Committee (GSC) via Senior 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 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.

Complaints 2020-21

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 2021-22

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](#)
[Examiner Appointments Staff Handbook](#)
[User Manuals on the EAP support website](#)

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 instructions in the [User Manual on the EAP support website](#) to approve board changes and composition.

Payments

Examination cycle payments are now processed on the EAP system. Refer to the [User Manuals on the EAP support website](#) for more information.

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* <https://academic.admin.ox.ac.uk/policies/pgt>
- j) note any changes in or enhancements to process or practice for subsequent admissions rounds.

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' Forum 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

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

Submit a report on consideration of 2020-21 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 Michaelmas 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 8 Michaelmas Term 2021**.

Course Teams

Make the report available for considering at divisional level by **week 8 Michaelmas Term 2021**.

Divisional Office

Division will provide QASC with reports (UG and PG) **by Easter** which confirm that consideration of student feedback has been undertaken by all course committees, and will note areas of particular concern or improvement and planned action.

Graduate Outcomes Survey (GOS) [Previously Destination of Leavers from Higher Education (DLHE)]

Consideration of GOS 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

Graduate Outcomes Survey (GOS) data to be considered at the first meeting of the Division's Audit Sub-Committee in Michaelmas Term 2021.

Actions arising from evaluation to be communicated to appropriate bodies during Hilary Term 2022.

Examination Reports 2020-21

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

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.

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

Useful reference documents:

[Examination and Assessment Framework](#) (section 4)

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

External examiners send their reports to the University Education Policy Support team (external-examiners@admin.ox.ac.uk), the Division (Education Quality Assurance Officer – Nick Field) 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 (Nick Field).

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.

Divisional Office

Summary of Audit Sub-Committee 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

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 will open in **2022** (for project awards only, the next full round for personal and project awards will be in **2023**).

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 2021-22 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](#)

[EAP Support Page User Manuals](#)

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 instructions in the [User Manual on the EAP support website](#) to approve board changes and composition.

Payments

Examination cycle payments are now processed on the EAP system. Refer to the [User Manuals on the EAP support website](#) for more information.

Examination Reports 2020-21

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 (Nick Field), 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),
- copy of the draft response to External Examiner(s) in the form of a letter (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,

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 – Nick Field) 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 (Nick Field).

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 1.) for the

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:

[Examination and Assessment Framework](#) (section 4)

divisional Audit Sub-Committee (send to Education Quality Assurance Officer – Nick Field) 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 2021-22

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 Nick Field 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 (Nick Field) 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 (Nick Field) 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

https://canvas.ox.ac.uk/courses/31970/pages/examination-regulations-and-conventions?module_item_id=321821

Annexe A of [Examinations and Assessment Framework](#)

Course Committee

Course Directors and/or Course Administrators to liaise with Senior Educational Policy Officer (Ros Whiteley) or Education Quality Assurance Officer (Nick Field) 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 the PGT Directors' Forum and Educational Policy and Standards Committee (via Education Quality Assurance Officer – Nick Field). Please submit relevant minutes to Nick Field **by Friday of Week 4 of Trinity Term.**

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 (Nick Field) **by Friday of Week 4 of Trinity Term**, to be reported to the PGT Directors' Forum.

Review of Standing Orders for 2021-22

Review and update the Standing Orders for your examination for the next academic year.

Review of results of 2021-22 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 2022**

Nomination of Assessors 2021-22

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](#)
[EAP Support Page User Manuals](#)

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 instructions in the [User Manual on the EAP support website](#) to approve board changes and composition.

Payments

Examination cycle payments are now processed on the EAP system. Refer to the [User Manuals on the EAP support website](#) for more information.

Examination Regulations and Conventions for 2022-23

Examination Regulations

Course Directors and/or Course Administrators to liaise with Senior Educational Policy Officer (Ros Whiteley) or Nick Field 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 Nick Field 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 Senior Educational Policy Officer (Ros Whiteley) or Education Quality Assurance Officer (Nick Field) 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 Nick Field 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

https://canvas.ox.ac.uk/courses/31970/pages/examination-regulations-and-conventions?module_item_id=321821

Annexe A of [Examinations and Assessment Framework](#)

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.

Academic/Divisional Office

Academic Administrators and Divisional Officers to keep up to date information held on collaborative arrangements.

Academic Administrators to inform the Division concerning any changes to collaborative arrangements for which they have responsibility.

Division to liaise with Education Policy Support as part of annual exercise to update the central University register.

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.

The 2021-22 annual gathered field exercise is expected to run in Trinity Term 2022.

The Trinity Term 2022 gathered field exercise will consider proposals for courses to start in 2024-25. Further guidance will be circulated during the 2021-22 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>

Department

Department to contact Head of Education Policy and Planning (Jane Dale) and Senior Educational Policy Officer (Ros Whiteley) to discuss.

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 2022-23

Examination Regulations

Proposed changes to **Examination Regulations** must be submitted to Nick Field 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 Nick Field by **31 July 2022**, 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

Annexe A of [Examinations and Assessment Framework](#)

Proposed changes to Examination Regulations must be submitted to Nick Field 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 2021 (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 2022**.

Composition of 2021-22 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.

Useful reference documents:

User Manuals on the [EAP support website](#)

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 instructions in the [User Manual on the EAP support website](#) to approve board changes and composition.

Payments

Examination cycle payments are now processed on the EAP system. Refer to the [User Manuals on the EAP support website](#) for more information.

Nomination of 2022-23 Examination Board Members

Nominations for Chair of Examiners should be made **by 1st October**.

Nominations for Examiners (internal and external) and External Assessors should be made **by 1st November**.

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

Nominations and Approvals

EAP Exam Board Administrators (EBA)

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

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.

Useful reference documents:

[MSD quick reference guide on nomination of examiners and assessors.](#)
[User Manuals on the EAP support website](#)

SNO must approve the finalised board by 1 November. 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

Examination cycle payments are now processed on the EAP system. Refer to the [User Manuals on the EAP support](#) website for more information.

Course Handbooks for 2022-23

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 2022.

When finalised, course handbooks to be made publicly 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 2022.

Induction

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

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

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

Examination Regulations 2022-23 – 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.

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 (Nick Field) to co-ordinate

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 2022**.

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

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 2022-23 Exam Regulations when requested by Division (usually during late August/early September)

Submit a report on consideration of 2021-22 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**.

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.

The 2021-22 annual gathered field exercise is expected to run in Trinity Term 2022.

The Trinity Term 2022 gathered field exercise will consider proposals for courses to start in 2024-25. Further guidance will be circulated during the 2021-22 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 Head of Education Policy and Planning (Jane Dale) and Senior 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.

- c) good practice - for dissemination across the division
- d) 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

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

Examiner & Assessor Remuneration

Payments

Examination cycle payments are now processed on the EAP system. Refer to the [User Manuals on the EAP support](#) website for more information.

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).