Quality assurance calendar template 2024-25

Introduction

This template describes those points of the academic year, common across the University, which are critical for quality assurance and enhancement.

It has been designed to take account of the UK Quality Code[1] and the OfS conditions of registration relating to quality[2]. The *Procedures for the annual monitoring of courses* (*PAMC*)[3] set out the procedures in place across the University to monitor the quality and standards of undergraduate (UG) courses, postgraduate taught (PGT) courses and postgraduate research (PGR) programmes and the expectations for departments, divisions and the University.

The calendar template is intended to form the basis of the divisions' own quality assurance calendars and ensure consistency in the core activities across divisions. The activities described in the calendar are those by which a department or faculty can assure itself that it:

- sets and maintains threshold academic standards;
- manages the quality of students' learning opportunities;
- enhances students' learning opportunities; and that it
- manages the quality of its information about learning opportunities.

The calendar below, the *PAMC* and Education Committee's policy and guidance documents[4] identify those processes which (along with the parallel work in colleges) underpin the quality assurance and quality enhancement arrangements for the collegiate University. Divisional calendars may contain additional items, reflecting operational and recurrent activities linked to, or deriving from, the high-level processes described here.

---

[1] https://www.qaa.ac.uk/quality-code

[2] https://www.officeforstudents.org.uk/publications/securing-student-success-regulatory-framework-for-higher-education-in-england/

[3] https://academic.admin.ox.ac.uk/quality-assurance/annual-monitoring-of-courses

[4] https://academic.web.ox.ac.uk/a-z-policies-guidance

Version history

| 16 October 2024 | Updates to improve clarity on main purposes of activities and on reporting and other requirements. Sequencing of activities change where necessary to reflect current practice. Full details in 013-QASC-241016-P. | Approved by Quality Assurance Subcommittee |

Term	QA/QE Activity	Primary QA purpose	Main points	Reporting and other requirements
MT	**Review of examiners' and external examiners' reports**	Maintenance of standards, quality of learning opportunities.	Any concerns raised in examiners' reports relating to: • academic standards • assessment procedures • and student performance Items arising out of examiners' reports relating to: • curriculum • course structure and assessment diversity • classification descriptors and examination conventions • Any indication that an external did not receive a response to the previous year's report	• Department to report to division • Prepare, approve and send responses to external examiners (according to divisional practice) • Check feedback loop to students and other stakeholders has been closed • Note any points for incorporation in the following year's examination conventions or suggested enhancements to practice • Provide reports (redacted as appropriate) for discussion at joint consultative committees (or equivalent) • Ensure reports (redacted as appropriate) are made available to all students
MT	**Review of UG/PGT degree outcomes**	Maintenance of academic standards and enhancement of educational provision	• Analysis of statistics on degree outcomes to identify: patterns or trends in outcomes over time • differences in attainment between groups of students with specific characteristics e.g. gender, ethnicity	• Report to division • Note any points for further investigation or monitoring • Note any points which might inform future changes to course in terms of teaching, assessment, etc.

Term	QA/QE Activity	Primary QA purpose	Main points	Reporting and other requirements
MT	**Review of Graduate Admissions**	Maintenance of standards and enhancement of educational provision	- Numbers and quality of applications - Over-offer ratios and outcomes - Withdrawals and take-up of places - Funding and studentship awards - Use of English Language waivers	- Report to division (if required) - Report on number of language waivers approved and provision for language teaching - Note and report any changes in or enhancements to process or policy for subsequent admissions' round - Liaise with GAR re: any proposed changes in policy or process
HT	**Changes in regulations**	Maintenance of academic standards	Ensure clarity about timetable for approval of regulation changes at: - Faculty/department level - Divisional level - Education Committee Be mindful of cumulative changes to courses over time which could constitute a 'major change' requiring Education Committee approval.	Where approval has been given for a change to Examination Regulations by the appropriate body ensure that up-to-date Examination Regulations are published
HT	**Review of Undergraduate Admissions Statistics**	Maintenance of academic standards	Review undergraduate admissions data with particular reference to: - Numbers of applications - Quality of applications - Source and fee status of applications	- Provide confirmation of adherence to Common Framework - Liaise with UAO re: any proposed changes in policy or process

Term	QA/QE Activity	Primary QA purpose	Main points	Reporting and other requirements
HT	**Review of student representation arrangements**	Student engagement and enhancement of educational provision	Departments/faculties should formally reflect on 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. (see *P&G student engagement and representation*).	To be undertaken through the UG and Graduate joint consultative committees (or equivalent) and departmental/faculty academic committees. Timetable consideration for an appropriate point in the year to draw on the experience of the current representatives and inform the work of those serving in the subsequent year.
HT	**Review of undergraduate and PGT induction and study skills**	Quality of learning opportunities and enhancement of educational provision	Timetable annual consideration of the role and effectiveness of faculty/department induction and support for the development of study skills	• Identify and incorporate in faculty/department literature and process any enhancements or changes
HT	**Review of PGR outcomes**	Maintenance of academic standards and quality of learning opportunities and enhancement of educational provision	Analysis of statistics on degree outcomes to identify: • completion rates • time taken to complete • patterns or trends in outcomes over time • differences in attainment between groups of students with specific characteristics e.g. gender, ethnicity	• Note any points for further investigation or monitoring • Note any points which might inform future practice in terms of supervision, taught elements of PGR degrees, skills training, support or resource provision

Term	QA/QE Activity	Primary QA purpose	Main points	Reporting and other requirements
HT	**Departmental consideration (including JCC/GJCC discussion) of 2023 and 2024 PTES, PRES and NSS outputs**	Quality of learning opportunities and enhancement of educational provision	Consider overall satisfaction at course level, as well as responses to other questions (especially those re assessment, feedback and course organisation) compared to University averages,	• Note and report to department or faculty committees on any changes or enhancements suggested by the returns • Provide to joint consultative committees (or equivalent) and discuss any changes or enhancements suggested by the returns • Report to division
TT	**Review of collaborative arrangements (including student placements and exchanges)**	Maintenance of academic standards and quality of learning opportunities and enhancement of educational provision	• Check currency of the written agreement governing the collaborative arrangements. • Monitor the continued effectiveness of the programme and partnership/placement opportunity – taking particular account of student feedback	• Secure agreement for any proposed changes in process or policy. • Report updates to Education Policy Support for inclusion in register of collaborative provision
TT	**Review of PSRB accreditations**	Maintenance of academic standards and quality of learning opportunities and enhancement of educational provision	• Check currency of PSRB accreditations • Ensure that preparations for review or renewal of accreditations is made in good time • Ensure that published information (university or PSRB owned) is accurate	• Divisions to receive reports from departments as needed • Quality Assurance Subcommittee of Education Committee should receive a report of each division's active accreditations and a note on any changes made during the preceding year

Term	QA/QE Activity	Primary QA purpose	Main points	Reporting and other requirements
TT	**Review of PGR training provision**	Quality of learning opportunities and enhancement of educational provision	Review provision of training for research students and its take-up – in students' own departments, other departments, Division and central services	- Report and discuss at relevant academic committee; report to division as appropriate. - Use returns to identify developments and enhancements for following year - Take account of any points arising from review of PGR outcomes - Provide to graduate joint consultative committees (or equivalent) for discussion and input.
TT and into long vacation	**Divisional/OUDCE consideration of department reports on student surveys including appropriate committee sign off** **OR** **OUDCE analysis and consideration/sign off by CESMB**	Quality of learning opportunities and enhancement of educational provision	Consider overall satisfaction at course level, as well as responses to other questions (especially those re assessment, feedback and course organisation) compared to University averages	Prepare end of cycle report on consideration of survey outputs and submit to QASC for consideration at its first week Michaelmas term meeting

Term	QA/QE Activity	Primary QA purpose	Main points	Reporting and other requirements
Long vacation	**Nomination of examiners and assessors and appointment of chairs of examiners**	Maintenance of academic standards	• Ensure nomination of examiners is made in time and with appropriate information required • Ensure chair of examiners for each programme is appointed	Ensure appropriate approvals are made in good time
Long vacation and throughout year as req'd	**Provision of information to external examiners**	Maintenance of academic standards	• Ensure external examiners are provided with the information they require to fulfil their role, particularly ensuring that new external examiners are provided with introductory material as appropriate.	• On appointment and at start of each academic year ensure external examiners receive an explanation of exam board arrangements and expectations for fulfilment of their role • Throughout the year, according to assessment and exam board schedule, provide all materials for scrutiny in a timely fashion
Long Vacation	**Revision and updating of material in course handbooks and websites**	Information for students which is 'fit for purpose, accessible and trustworthy'; Maintenance of standards Definitive records.	• Check handbook includes information required by the *P&G on course information* • Ensure minimum duplication of information on departmental website with that on UG and PG admissions websites	Report changes and updates to responsible academic committee; ensure a definitive record is available for all programmes for which the faculty/department is responsible.
Long vacation	**Examination conventions**	Maintenance of academic standards and enhancement of educational provision	• Review and revise examination conventions • Incorporate any changes agreed in the light of consideration of examiner reports for the previous year	Make available to students within the required timescale

Term	QA/QE Activity	Primary QA purpose	Main points	Reporting and other requirements
As req'd	**Consideration of proposals for new courses or changes to courses**	Maintenance of standards and enhancement of educational provision	Review emerging and in progress proposals for new courses or major amendments. Identify/monitor divisional and EdC requirements for approval, including: • Timetable for approval and implementation • Required internal evidence – academic standard, course structure, assessment, etc. • Required student, internal and external consultation	• Full requirements and details of processes to follow are set out in the *P&G new courses and major changes to courses*
As req'd	**Preparation for and consideration of Divisional/Education Committee reviews of faculties and departments**	Maintenance of academic standards, quality of learning opportunities and enhancement of educational provision	• Planning and preparation for upcoming reviews including consideration of the self-evaluation document. • Overall consideration of the review report and identification any significant areas of concern for quality assurance related to academic standards, learning opportunities, and the provision of information; • Consider recommendations for quality assurance improvements and quality enhancement. • Preparation for interim review	• Ensure responses and action plan provided for consideration by Division and Education Committee • Ensure responses are discussed at relevant faculty/department committees

Term	QA/QE Activity	Primary QA purpose	Main points	Reporting and other requirements
As req'd	**Consideration of reports from Professional, Statutory or Regulatory Bodies (PSRBs)**	Maintenance of academic standards	Ensure timely response and action plan to PSRB (if required)	Ensure consideration by the appropriate departmental committee and reporting on to Division and Education Committee (if required).
As req'd	**Consideration of revised Subject Benchmark Statements**	Maintenance of academic standards	Revised (and new) subject benchmark statements are published periodically.	Ensure consideration by the appropriate departmental committee and discuss any changes or enhancements to the course as a result.