

**OUJCE**

**Quality Assurance and Enhancement Calendar**

**2015-16**

	<b>Michaelmas Term</b>	<b>Hilary</b>	<b>Trinity</b>	<b>Long Vacation</b>
<b>Enhancement of Provision</b>	New course proposals Identification of academic objectives for the year	Complete changes in regulations for following year	Revisions to Departmental policies for the following year	Publication of information for students Award Bearing Handbook
<b>Quality of Teaching</b>	Staff Development Day (New part time tutors) Staff development Day (All part time tutors)	Complete appointment of tutors to the part time tutors panel	Staff Development Day Teaching Awards Scheme	
<b>Quality of Course</b>	Course committee meetings/standing committees to discuss reports from BoE meetings Induction for DPhil students	Course committee meetings Board of Studies meetings *4 Report to EdC with External reports and responses	Updates of course material: course conventions,	Handbook publication
<b>Assessment Procedures</b>	Board of Examiner meetings		Examinations	Examinations Nomination of examiners via Nominations panel to Exam Schools
<b>Regular reports</b>	Report to Proctors on numbers of appeals, extensions and intermissions Reports from Directors of Studies of DPhil programmes to Academic Board HESA return	Return on student numbers for Non Credit Bearing courses	Report to AB and CEB:issues from BoS meetings and action	HESA return

**Reviews**

Five year reviews of new postgraduate courses as required

MSt in Mindfulness Based Cognitive Therapy reviewed in TT 2015

MSc in Sustainable Urban Development due to be reviewed TT 2016

Periodic reviews of courses or groups of courses as identified.

Joint with MSD: Evidence Based Health Care Programme and MSC in Experimental Therapeutics to be reviewed 2016

**Departmental Committees:**

Continuing Education Board

Sub Committee

Board of Studies

Academic Board

Sub Committees

Assessment and Teaching Committee  
Committee on Library Provision and Strategy  
Graduate School Committee

We also have regular meetings with Divisional staff in respect of courses offered jointly

The Department's students on award bearing courses are included in the Student Barometer Survey, results reported to Academic Board in TT.

Postgraduate students are included in the survey of Destination of Leavers of Higher Education and results are reported to Academic Board

**Student representation**

There is student representation on all the departmental committees, and a large number of course committees.

New for 2015-16 is student representation on the Board of Studies, following the publication of the Policy and Guidance on Student Representation and Engagement

updated AVP for 2015-16