

LTC15D204

Title: Report from QAA Quality Code Chapter Champions
Author: Jon Sharp, Head of LTS (Quality)
Date: 28/06/16
Circulation: LTC – 6 July 2016
Agenda: LTC15A007
Version: Final
Status: Open

Issue

LTC agreed that as part of its responsibility to oversee compliance with the QAA Quality Code that it should receive a brief annual report from each Quality Code Chapter Champion to confirm that the University remains compliant with the Expectation in the relevant Chapter. This report comprises confirmations from each Chapter Champion and we continue to be compliant with regard to all Expectations within the Code.

Recommendation

Recipients are invited to note the report

Resource Implications

N/A

Risk Implications

The annual report on compliance is intended to minimise the risk of non-compliance with the Quality Code.

Equality and Diversity

N/A

Timing of decisions

N/A

Further Information

Dr Jon Sharp, Head LTS (Quality) jon.sharp@uea.ac.uk 01603 597374

Attachments

A summary of responses from Chapter Champions

Part A: Threshold Standards. The University remains compliant with all Expectations under Part A of the Quality Code

B1: Programme Design, Development and Approval. A working group is currently reviewing the University's course approval process and associated documentation. However, this is with a view to enhancing current practice and the University remains compliant with the expectations of the Chapter.

Gavin Tash

B2: The University continues to meet the expectations of QAA's Chapter B2 (Recruitment, selection and admission to Higher Education). From the previously submitted statement, there has been no major changes to structure or the admissions processes and procedures. The training introduced for academic staff in relation to interviews is now cascaded by the Admissions Directors in the Faculties, with ongoing support from Admissions.

Since the audit ARM has introduced a number of changes in response to the Competition and Markets Authority (CMA) report in June 2015. This report looked specifically at the relationship with Higher Education institutions and undergraduate students. The key issues included our information provision, terms and conditions and complaint handling. ARM has updated our communications to applicants, to include or link to information relating to start dates, fees, feedback policy, appeals and complaints process and terms and conditions. ARM is working with SPA (Supporting Professionalism in Admissions) to improve the quality of the information provided to applicants so that we ensure compliance in this area.

Christina Chan

B3: Learning and Teaching. The University remains compliant with the requirements of Chapter B3 on Learning and Teaching. Its performance in relation to this Quality Code chapter has been further enhanced via the recent progress (monitored by LTC/Senate) on addressing timeliness of assessment and feedback, improved support for students going to reassessment, enhanced induction and transitions arrangements (e.g. the creation of the Student Induction & Transitions Liaison Group), the development of UTF scheme and progress in relation to HEA recognition of UEA staff.

Adam Longcroft

B4: Enabling student development and achievement

As Chapter Champion, I confirm that to the best of my knowledge, the University remains compliant with Chapter B4 of the Quality Code. There have been some significant enhancements during the 2015/16 academic year. Firstly, the introduction of the new academic **advising system** which included new policy, supporting documentation for students and staff and online training for advisers. Secondly, the implementation of the **UEA Award** (skills award), available to all UG and PGT students, with supporting resources for staff and students and an online application form. There were 691 students registered on the UEA Award at the end of the teaching year 2015-16. Finally, this year has seen a further **increase in engagement with Careers** services, with more than 75% of some cohorts now engaging.

Advising scheme: www.uea.ac.uk/learning-and-teaching/staff/advising

UEA Award: www.uea.ac.uk/award

Rachel Paley

B5: Student Engagement in Quality Assurance Processes. The University remains compliant with the requirements of Chapter B5 on student engagement, and has succeeded in enhancing its performance in relation to this Quality Code chapter via the recent development of the Code of Practice on Student Representation, and its effective implementation during 2015/16. Further enhancements in the operationalisation of the CoP were agreed at LTC at its meeting in June 2016.

Adam Longcroft

B6: Assessment of Students and Accreditation of Prior Learning. The University remains compliant with all Expectations under Chapter B6 of the Quality Code

Jon Sharp

B7: As chapter champion for chapter B7 (External Examiners) I confirm to the best of my knowledge, that the University remains compliant with the expectations of the chapter.

Jean Whiting

B8: Programme Monitoring and Review. The University remains compliant with the expectations of the chapter. There is an internal review of quality assurance systems which is considering how annual module monitoring and course review can be streamlined.

Michele Pavey

B9: Academic Appeals and Complaints. The University remains compliant with all Expectations under Chapter B9 of the Quality Code

B10: Managing Higher Education with Others. The University remains compliant with the expectations of this chapter.

Jon Sharp

B11: Research Students. Document attached

Part C: Information about Higher Education Provision. The University remains compliant with all Expectations under Part C of the Quality Code

Title: Chapter B11 (Research Degrees) Compliance Report
Author: Dr Vivien Easson, Head of Postgraduate Research Service
Date: 20 June 2016
Agenda: Learning and Teaching Committee, 6 July 2016
Version: Final
Status: Open

Issue

This paper provides an update on compliance with UK Quality Code Chapter B11 (Research Degrees). The University continues to be compliant and has addressed the 2015 HER recommendation on co-tutelles.

Recommendations

No recommendations in this paper.

Resource Implications

Resource implications have been considered for each of the items by the Postgraduate Research Executive.

Risk Implications

Risk implications have been considered for each of the items by the Postgraduate Research Executive.

Equality and Diversity

No specific issues.

Timing of decisions

No decisions required in this paper.

Further Information

Contact Dr Vivien Easson, v.easson@uea.ac.uk, extension 1835, with any queries about this report.

Summary of key changes and enhancements in 2015/16 taken to implement Quality Code Chapter B11

- Developed and introduced research themes leaflet for marketing and four Faculty PGR recruitment videos
- Began quarterly PGR Marketing Operations Group to bring together staff from ARM and PGR
- Doctoral training reviewed via the Doctoral Training Working Group (January to June 2016)
- New probationary review, including online functionality to align with Y1 Annual Progress Review
- Joint work with UEA SU and GSEs on the Honesty Project around PGR mental health and wellbeing
- PRES 2015 action plans were submitted from all Faculties/NBI; a report went to SEC in February 2016
- PGR supervisory workload was considered by PGR Executive and the Executive Team
- Enhanced due diligence arrangements for approval of co-tutelle partners were approved
- Extended academic induction was developed within Faculties to complement administrative orientation
- Excellent response rates were achieved in Researchfish submissions from RCUK-funded PGR students
- RCUK Financial Assurance audit gave UEA top rating of Substantial Assurance for research/PGR grants
- Full-time PhD submission rates were considered by Senate and PGR Executive; action plan is in place
- Tier 4 arrangements for visiting research students were reviewed together with HR and ARM teams
- Tier 4 engagement monitoring was taken online, replacing the existing paper forms
- Added EdD and PhD by Publication to standard Instructions to Examiners; made various minor changes
- PhD by Publication and Higher Doctorates were reviewed, and Higher Doctorates put into abeyance
- PGR provision at University Campus Suffolk was re-validated and approved, together with Essex
- PGR governance arrangements were reviewed by Academic Director of Research Degree Programmes
- New PGR student space was developed within the Faculty of Arts and Humanities
- PGR and LTS worked together on the MRes Review Working Group reporting to LTC
- Notice to Intercalating Students – Research Degree Programmes was reviewed and updated
- Regular annual activities were carried out for PGR including reviews of external examiners' reports

The annual PGR Directors' Conference in September covered internationalisation and postgraduate research, and included speakers from UEA SU, REN, ARM, the Learning Enhancement Team and the ADA SCI.