

LTC14D232

Title: Annual Report From QAA Quality Code Chapter Champions
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Issue

It was agreed by LTC that it would be appropriate to receive an annual report from the QAA Quality Code Chapter Champions detailing any significant changes in the chapters for which they are responsible that require changes to the extant mapping document for that chapter.

Recommendation

Recipients are asked to receive and read the report below

Resource Implications

There are no resource implications

Risk Implications

The annual report process serves to minimise the risk of any failure to comply with the Expectations of the QAA Quality Code

Equality and Diversity

There are no implications from an Equality and Diversity perspective.

Timing of decisions

N/A

Further Information

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Background

In response to the publication of the QAA Quality Code the University established an implementation group for each Chapter of the Quality Code. Each group was led by a Chapter Champion and was tasked with ensuring that the University was compliant with the Expectations expressed in each chapter of the Code. Chapter Champions, at the conclusion of the group's work, reported to LTC using the mapping document template provided by LTS demonstrating how compliance with the relevant Expectations was currently being ensured. It was agreed that in order to ensure that any changes in the way in which compliance is ensured

are correctly reflected in the mapping documents there should be an annual report to LTC from each Chapter Champion, overseen by the Head of LTS (Quality).

Report for 2014-15

Each Chapter Champion has now provided a response to the Head of LTS (Quality) regarding any necessary updates to the Quality Code mapping documents.

As was expected, given the close proximity to the original Quality Code mapping process, most Chapter Champions have reported that the extant mapping document remains correct.

There are a number of areas (B2, B4, B8, B10) where work is currently under way that is expected to lead to amendments to the mapping document in the academic year 2015-16.

The mapping document for B11 (Postgraduate research students) has been amended and is attached.

Primary Indicator	Action	Status	Professional Lead	Academic Lead	Session	Committee	Repeating Cycle
Actions relating to Chapter B11: Research Degrees of the UK Quality Code							
B11.1	introduce probationary status and expectations for probationary review	Done	Head (PGR)	AD PGRs	2014-15	March 2015 PGR Exec	Once
B11.1	Review ClinPsyD regulations	Done	Q&I Manager	ClinPsyD Director	2014-15	Apr 2015 PGR Exec	5-yearly
B11.1	Make changes to EdD regulations following EdD review	Done	PGR Service (tbc)	EdD Director	2014-15	Apr 2015 PGR Exec	Once
B11.1	index guidance notes of types listed and scope improvements	Not Started	Q&I Manager		2014-15	PGR Service internal	Once
B11.1	Review policy for Category A (including staff) and Category B candidates	Started	Head (PGR)/Q&I Manager	ADRP	2014-15	Apr 2015 PGR Exec	Once
B11.1	Develop regulatory framework for dual award/co-tutelle arrangements	Not Started	Q&I Manager	ADRP	2014-15	Oct 2015 PGR Exec	Once
B11.2	Respond to QAA consultation on degree characteristics	Done	Head (PGR)/Q&I Manager		2014-15	March 2015 PGR Exec	Once
B11.2	Review Code of Practice for Research Degrees	Done	Q&I Manager		2014-15	June 2015 PGR Exec	5-yearly
B11.2	Ensure applicants made aware of regulations and Code of Practice via CRM plan	Started	Head (PGR)		2014-15	PGR Service internal	Once
B11.3	PGR strategic benchmarking	Started	Head (PGR)	ADRP	Annual	PGR Executive	Annual
B11.3	Embed PGR employability and DLHE statistics in PGR Executive agenda	Started	Head (PGR)	ADRP	Annual	PGR Executive	Annual
B11.3	Review MI reports against B11 indicator 3 and scope improvements	Not Started	Q&I Manager		2014-15	PGR Service internal	Once
B11.3	Review equality data on PGR admissions/lifecycle from Athena Swan submissions	Done	NBI Graduate Studies Manager	AD PGR (SCI/FMH)	Annual	June 2015 PGR Exec	Annual
B11.3	Finalise PGR Education Strategy	Done	Head (PGR)	ADRP	2014-15	Jan 2015 PGR Exec	Once
B11.3	Develop PGR Recruitment Strategy	Done	Head (PGR)/ARM	ADRP	2014-15	PGR Executive	Once
B11.3	Scope modularisation of ClinPsyD and if accepted propose implementation strategy	Started	Research Degrees Manager	ClinPsyD Director	2014-15	Oct 2015 PGR Exec	Once
B11.3	Review of EdD programme	Done	Head (PGR)/Q&I Manager	EdD Director	2014-15	Jan 2015 PGR Exec	5-yearly
B11.4	Review of research environment following REF 2014	Done	Head (PGR)	PVC(R&E)/ADRP	2014-15	March 2015 PGR Exec	Once
B11.5	Review admissions procedures for University Campus Suffolk students	Done	Head (PGR)/Research Degrees Manager	ADRP	2014-15	Jan 2015 PGR Exec	5-yearly
B11.5	Review studentship and admissions criteria	Done	Head (PGR)	AD PGRs	2014-15	June 2015 PGR Exec	5-yearly
B11.5	Review English language qualification procedures and language support	Done	Head (PGR)		2014-15	June 2015 PGR Exec	5-yearly
B11.6	Follow up dissemination of recruitment and selection / admissions framework	Done	Head (PGR)		2014-15	PGR Service internal	Once

**Postgraduate Research
Quality Enhancement Plan (QEP)**

Timings are provisional and may be subject to change

Dr Vivien Easson, Head of Postgraduate Research Service
v1.3 - 26 May 2015

Primary Indicator	Action	Status	Professional Lead	Academic Lead	Session	Committee	Repeating Cycle
B11.7	Update terms and conditions for UEA studentships	Not Started	Head (PGR)/Q&I Manager		Annual	PGR Service internal	Annual
B11.7	Review of postgraduate research programme continuation and other fees	Done	Head (PGR)		2014-15	March 2015 PGR Exec	5-yearly
B11.7	Review of internal contracts and stipend processes	Started	Head (PGR)/ Research Degrees Manager		2014-15	PGR Service internal	Once
B11.7	Major review of postgraduate research student handbooks	Not Started	Research Degrees Manager		2014-15	PGR Service internal	5-yearly
B11.8	Implement any changes to induction required by doctoral training strategy	Done	Research Degrees Manager		2015-16	PGR Service internal	Once
B11.9	Review of procedures for ensuring supervision quality, including supervisory training	Done	Head (PGR)	AD PGRs	2014-15	June 2015 PGR Exec	5-yearly
B11.9	Improve web information about safety nets if supervision breaks down	Started	Head (PGR)		2014-15	PGR Service internal	Once
B11.12	Review of supervisor workload and inclusion in workload allocation models	Started	Head (PGR)	PVC(R&E)/ADRP	2014-15	October 2015 PGR Exec	5-yearly
B11.13	Annual Review of Research Student Progress	Done	Q&I Manager	AD PGRs	Annual	April PGR Exec	Annual
B11.14	Review of teaching opportunities and related training	Done	Head (PGR)		2014-15	March 2015 PGR Exec	5-yearly
B11.14	Set up LTC working group on implementation of PG Employment Charter	Started	Head (PGR)		2015-16	PGR Exec and LTC	Once
B11.14	Reviews of personal and professional development provision (Faculties)	Started	Research Degrees Manager/C	AD PGRs	Annual	Faculty GSEs	Annual
B11.14	Review of personal and professional development programmes (pan-NRP)	Done	Head (PGR)	ADRP	2014-15	March 2015 PGR Exec	5-yearly
B11.15	Review report on PRES data	Started	Head (PGR)	AD PGRs	Biennial	Jun and Nov PGR Exec	Biennial
B11.15	Set up Research Student Forum in Faculty of Science	Started	Research Degrees Manager	AD PGR (SCI)	2014-15	PGR Service internal	Once
B11.17	Guidance on vivas by videoconferencing	Done	Q&I Manager	AD PGR (SSF)	2014-15	Apr 2015 PGR Exec	Once
B11.17	Review of guidance to students on examinations, thesis format and copyright	Not Started	PGR Service (tbc)	Chair of working group	2014-15	Oct 2015 PGR Exec	Once
B11.17	Annual Review of External Examiners' reports	Done	Q&I Manager		Annual	June 2015 PGR Exec	Annual
B11.17	Review of examiners' fees and employment status	Done	Head (PGR)		2014-15	April 2015 PGR Exec	Once
B11.17	Review of research degree examination procedures	Not Started	PGR Service (tbc)		2015-16	May 2016 PGR Exec	5-yearly
B11.18	Embed PGR appeals and complaints statistics in PGR Executive agenda	Started	Q&I Manager		Annual	PGR Executive	Annual
B11.all	Equality duty focus: disability and mental health	Started	Q&I Manager	ADRP	2014-15	June 2015 PGR Exec	5-yearly
B11.all	Equality duty focus: maternity, paternity, mode of study	Not Started	PGR Service (tbc)		2015-16	Nov 2015 PGR Exec	5-yearly
B11.all	Equality duty focus: race, nationality, religion and belief	Not Started	PGR Service (tbc)		2016-17	Nov 2016 PGR Exec	5-yearly
B11.all	Equality duty focus: age and career stage	Not Started	PGR Service (tbc)		2017-18	Nov 2017 PGR Exec	5-yearly
B11.all	Equality duty focus: sex, transgender and sexual orientation	Not Started	PGR Service (tbc)		2018-19	Nov 2018 PGR Exec	5-yearly

Primary Indicator	Action	Status	Professional Lead	Academic Lead	Session	Committee	Repeating Cycle
Actions for other Chapters of the UK Quality Code, where not already covered under B11							
B2.2	Create training logs for PGR admissions	Not Started	PGR Service (tbc)		2015-16	PGR Service internal	Once
B2.3	Review admissions appeals and complaints policy for PGR	Done	Head (PGR)	ADRP	2014-15	March 2015 PGR Exec	5-yearly
B2.5	Review use of applicant-led themes in PGR admissions	Started	Head (PGR)	AD PGRs	2014-15	Jun 2015 PGR Exec	Once
B2.9	Review process by which we communicate changes to applicants	Not Started	Head (PGR)		2015-16	Nov 2015 PGR Exec	Once
B3.1	Disseminate Research Degree Education Strategy	Done	Head (PGR)	ADRP	2014-15	PGR Service internal	Once
B3.6	Review improvements to PGR space across the campus	Started	Head (PGR)	PVC(R&E)/ADRP	2014-15	March 2015 PGR Exec	Annual
B3.8	Scope of review of PGR processes around General Regulation 13: attendance, engagement and progress	Started	PGR Service (tbc)	AD PGRs	2015-16	April 2015 PGR Exec	Once
B5.3	Work with LTC review of SSLCs to ensure consideration of PGR input	Started	Research Degrees Manager	ADRP	2014-15	June 2015 PGR Exec	5-yearly
B10.1	Develop strategy and processes for managing international professional doctorate placements	Started	Research Degrees Manager	ClinPsyD Director	2014-15	PGR Service internal Dec 2015 PGR Exec	Once
B10.1	Review strategy and staff resource for Doctoral Training Partnerships	Started	Head (PGR)	PVC(R&E)/ADRP	2014-15	Dec 2015 PGR Exec	Annual
B10.2	Review governance for Doctoral Training Partnerships	Started	Head (PGR)	PVC(R&E)/ADRP	2014-15	Dec 2015 PGR Exec	Annual
B10.7	Embed annual reporting on current partnership arrangements involving PGR as a report to PGR Executive	Done	Head (PGR)		2014-15	March 2015 PGR Exec	Annual
B10.7	Review the UEA - NBI agreement for collaborative PGR provision across the Norwich Research Park	Started	NBI GSO Manager		2015-16	Oct 2015 PGR Exec / April 2016 PGR Exec	5-yearly
B10.10	Index existing records of co-tutelle arrangements and other external arrangements	Started	Head (PGR) /Q&I Manager		2014-15	PGR Service internal	Once
B10.19	Monitor discussions of HEAR for PGR students	Started	Head (PGR) /Q&I Manager		2014-15	PGR Service internal	Once
C.7	Review maintenance of records for PGR collaborative activity	Started	Head (PGR) /Q&I Manager		2014-15	PGR Service internal	Once