

## REVIEWS OF MODULES, TLIHE & BVETMED/BVSc: STRANDS; ROTATIONS; ELECTIVES AND RESEARCH PROJECT

### 1. PURPOSE

- 1.1 The purpose of this procedure is to ensure that there is a systematic annual process of review for:
  - Course Modules
  - the Teaching and Learning in Higher Education course (TLiHE)
  - BVetMed BVSc Strands, Intramural Clinical Rotations and Research Project.
- 1.2 Reviews are used to document any necessary future changes to the delivery of content, things that went well and not as well as hoped, and to share good teaching practice. The reviews may also include consideration of student feedback received by whatever available means.

### 2. SCOPE

- 2.1 This procedure currently encompasses the taught modules in the FdSc, BSc, MSci, MSc, PG Dip, PG Cert, Grad Dip and Grad Cert Courses, and the Strands, Intramural Clinical Rotations, and Research Project of the BVetMed BVSc.
- 2.2 For courses delivered in partnership with others (e.g. with another Higher Education Provider), please contact the Assistant Registrar for Programme Management to check if the 'review' procedure differs to that outlined here.
- 2.3 Completion of Annual Quality Improvement Reports is mentioned throughout this procedure. For detail of the process for completion and approval of Annual Quality Improvement Reports, including template report forms, please visit the relevant procedure [here](#).
- 2.4 Reviews are not currently required for Electives; instead the BVetMed BVSc Elective Director completes an Annual Quality Improvement Report.

### 3. ASSOCIATED DOCUMENTS / INFORMATION / CONTACTS

- Module Review Form
- Teaching and Learning in Higher Education (TLiHE) Review Form
- Strand Review Form
- Intramural Clinical Rotations Review Form
- BVetMed BVSc Final Years Research Project Review Form

The above forms can be found [here](#)

- Annual Quality Improvement Report Form – available [here](#)
- Student, Graduate and Employer Surveys – available [here](#)
- Previously completed reviews are published on the intranet [here](#).
- Review Tracker – used by the Programme Administrator to request and chase for reviews.

## 4. PROCEDURE

### Modules

- 4.1 The Programme Administrator maintains a 'review tracker' which they use to request reviews from the relevant authors. The Programme Administrator will send at least one reminder to the relevant author ahead of expected submission of a review. The Programme Administrator will send further email reminders to the relevant author once the review has become overdue.
- 4.2 After the conclusion of a module, the Module Leader should seek the comments of staff involved in the delivery of the module to complete the Module Review form.
- 4.3 The **PG Dip in Veterinary Clinical Practice Module Leaders** will each complete one Module Review form per academic year, to cover all modules within the specialist area, such as Equine, Equine Diagnostic Imaging, Production Animal, Small Animal, Exotic Animal and Pathology.
- 4.4 The **MVetMed** Course Director and Module Leaders will complete three Module Review forms in total per academic year, one for each cohort (Years 1, 2 and 3) to cover all modules undertaken by the students.
- 4.5 The Module Review form should detail any proposed changes to the module and to assess how successfully it ran, including consideration of any student feedback received e.g. from results of student surveys provided by Student Participation, or from committee meetings, course reps etc. Where applicable, the Programme Administrator will query any incomplete sections with the relevant author.
- 4.6 The Module Leader will forward the completed Module Review form to the Programme Administrator and to the Course Director/Year Leader for consideration when they write their Annual Quality Improvement Report, (referred to as the Annual Programme Planning and Review for Veterinary Epidemiology and Public Health & Livestock Health and Production run by the RVC and University of London Worldwide).
- 4.7 The Module Leader should submit the Module Review form within **20 working days** of the module survey or termly survey closing date, whichever is applicable.
- 4.8 The Programme Administrator will read the review form, particularly to identify any items to be brought to the attention of the relevant Course Management Committee(s), and to ensure that the form has been completed to a satisfactory standard (see item 4.5 above). The Programme Administrator will then file and upload the Module Review form to the intranet for internal access only. Module Reviews will be used for Institutional Audit, quality assessment and accreditation visitations.
- 4.9 The Programme Administrator will submit a list of outstanding Module Reviews to the Assistant Registrar for Programme Management and Chair of the Teaching Quality Committee on a termly basis.
- 4.10 Each autumn, the Teaching Quality Committee will consider any Module Reviews whose associated student module survey(s) incurred a low score as defined in the 'Student, Graduate and Employer survey' academic quality assurance and enhancement procedure. The committee will consider

whether the Module Review provides a student facing response which includes an adequate response to the module survey feedback.

### **Teaching, Learning in Higher Education (TLiHE)**

- 4.11 The Programme Administrator maintains a 'review tracker' which they use to request reviews from the relevant authors. The Programme Administrator will send at least one reminder to the relevant author ahead of expected submission of a review. The Programme Administrator will send further email reminders to the relevant author once the review has become overdue.
- 4.12 The Teaching, Learning in Higher Education (TLiHE) course will be reviewed annually in January. The Course Director should seek the comments of staff involved in the delivery of the TLiHE to complete the review form.
- 4.13 The TLiHE Review should detail any proposed changes to the course and to assess how successfully it ran, including consideration of any student feedback received e.g. from results of student surveys provided by Student Participation, or from committee meetings, course reps etc. Where applicable, the Programme Administrator will query any incomplete sections with the relevant author.
- 4.14 The Course Director will forward the completed TLiHE Review form to the Programme Administrator who will ensure it is considered by the Veterinary Education and PG Medicine Course Management Committees and the Research Degrees Committee.
- 4.15 Each autumn, the Teaching Quality Committee will consider the TLiHE Review if the associated student survey(s) incurred any low scoring questions as defined in the 'Student, Graduate and Employer survey' academic quality assurance and enhancement procedure. The committee will consider whether the Review provides a student facing response which includes an adequate response to the survey feedback.

### **Strands 'BVetMed BVSc'**

- 4.16 The Programme Administrator maintains a 'review tracker' which they use to request reviews from the relevant authors. The Programme Administrator will send at least one reminder to the relevant author ahead of expected submission of a review. The Programme Administrator will send further email reminders to the relevant author once the review has become overdue.
- 4.17 Each Strand will be reviewed annually, ideally once at the end of teaching on the Strand, collaboratively across all year groups. In this case, the Review will be led by the Strand Leader.

If it is not possible to review the strand once collaboratively, the Strand can be reviewed twice - once at the end of pre-clinical teaching on the Strand for Years 1 and 2, and once at the end of clinical teaching on the Strand for Year 3 (and Year 4 if applicable).

In this case, the Review will be led by either the Strand Leader or Deputy Strand Leader according to who has responsibility for the cohorts under review (as set out in the 'Curriculum Managers List' available on the RVC website [here](#)). The two final Review forms will need to have been considered and approved by both the Strand Leader and Deputy Strand Leader.

- 4.18 The Strand Leader/Deputy Strand Leader should always invite comments

from staff involved in the delivery of the strand across the relevant years of the BVetMed BVSc to complete the Strand Review form.

- 4.19 The Strand Review should detail any proposed changes to the strand and to assess how successfully it ran, including consideration of any student feedback received e.g. from results of student surveys provided by Student Participation, or from committee meetings, course reps etc. Where applicable, the Programme Administrator will query any incomplete sections with the relevant author.
- 4.20 The Strand Leader will forward the completed Strand Review form to the Programme Administrator and to the Year Leaders for incorporation of relevant material into their Annual Quality Improvement Reports.
- 4.21 The Strand Leader should submit the Strand Review form within 20 working days of the termly survey closing date following teaching on the Strand, across all year groups, finishing.
- 4.22 The Programme Administrator will read the review form, particularly to identify any items to be brought to the attention of the relevant Course Management Committee, and to ensure that the form has been completed to a satisfactory standard (see item 4.16 above). The Programme Administrator will then file and upload the Strand Review form to the intranet for internal access only. Strand Reviews will be used for Institutional Audit, quality assessment and accreditation visitations.
- 4.23 The Programme Administrator will submit a list of outstanding Strand Reviews to the Assistant Registrar for Programme Management and Chair of the Teaching Quality Committee annually in early August.
- 4.24 Each autumn, the Teaching Quality Committee will consider any Strand Review whose associated student module survey(s) incurred a low score as defined in the 'Student, Graduate and Employer survey' academic quality assurance and enhancement procedure. The committee will consider whether the Strand Review provides a student facing response which includes an adequate response to the strand survey feedback.

#### **BVetMed BVSc - Intramural Clinical Rotations (IMR)**

- 4.25 The Programme Administrator maintains a 'review tracker' which they use to request reviews from the relevant authors. The Programme Administrator will send at least one reminder to the relevant author ahead of expected submission of a review. The Programme Administrator will send further email reminders to the relevant author once the review has become overdue.
- 4.26 Each Rotation will be reviewed annually by the Rotation Leader, once teaching on that rotation has completed for that intake of BVetMed BVSc students. The Rotation Leader should seek the comments of staff involved in the delivery of the Rotation to complete the Rotation Review form.
- 4.27 The Rotation Review should detail any proposed changes to the Rotation and to assess how successfully it ran, including consideration of any student feedback received e.g. from results of student surveys provided by Student Participation, or from committee meetings, course reps etc. Where applicable, the Programme Administrator will query any incomplete sections with the relevant author.
- 4.28 The Rotation Leader will forward the completed Rotation Review form to the

Programme Administrator and to the Director of Rotations for incorporation of relevant material into their Annual Quality Improvement Report.

- 4.29 The Rotation Leader should submit the Rotation Review form within 20 working days of teaching on the rotation, for the entire cohort, finishing.
- 4.30 The Programme Administrator will read the review form, particularly to identify any items to be brought to the attention of the relevant Course Management Committee, and to ensure that the form has been completed to a satisfactory standard. The Programme Administrator will then file and upload the Rotation Review form to the intranet for internal access only. Rotation Reviews will be used for Institutional Audit, quality assessment and accreditation.
- 4.31 The Programme Administrator will submit a list of outstanding Rotation Reviews to the Assistant Registrar for Programme Management and Chair of the Teaching Quality Committee annually in early August.
- 4.32 Each autumn, the Teaching Quality Committee will consider any Rotation Reviews whose associated student rotation surveys incurred a low score as defined in the 'Student, Graduate and Employer survey' academic quality assurance and enhancement procedure. The committee will consider whether the Rotation Review provides a student facing response which includes an adequate response to the rotation survey feedback.

#### **BVetMed BVSc – Research Project**

- 4.33 The Programme Administrator maintains a 'review tracker' which they use to request reviews from the relevant authors. The Programme Administrator will send at least one reminder to the relevant author ahead of expected submission of a review. This will usually occur at the beginning of the autumn term. The Programme Administrator will send further email reminders to the relevant author once the review has become overdue.
- 4.34 The Research Project 2 Director receives the results of student surveys from Student Participation in order to record general points of praise, concern and forward looking action in the Research Project 2 review form.
- 4.35 The Programme Administrator will request a completed Research Project 2 review from the Research Project 2 Director for consideration alongside the IMR and Electives AQIRs at the relevant AQIG meeting. Any actions from which are to be inserted into the Undergraduate Medicine Course Management Committee Action Log.
- 4.36 Each autumn, the Teaching Quality Committee will consider the Research Project 2 review form, if the associated student surveys incurred any low scoring questions as defined in the 'Student, Graduate and Employer survey' academic quality assurance and enhancement procedure. The committee will consider whether the Review provides a student facing response which includes an adequate response to the survey feedback.