

ANNUAL QUALITY IMPROVEMENT REPORTING PROCESS

PURPOM

4. PROCEDURE

Annual Quality Improvement Reports (AQIRs)

There is a standard Annual Quality Improvement Report (AQIR) form which must be completed by each Course, Elective, Rotation Director or Year Leader where applicable, except that in the case of degrees run under the auspices of the University of London Worldwide, their Annual Programme Planning and Review and Reporting form will be used.

Each AQIR form normally has three appendices items, which are to be considered by the author with forward looking actions recorded as necessary:

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Table 1: Process for submitting Annual Quality Improvement Reports (AQIR)

Stage of process	Action and Responsible person(s)	Responsible person(s)
1	<p>Academic Quality Administrator provides Course Directors, Elective Director, Rotation Director and Year Leaders with AQIR form.</p> <p>Appendices are provided to the above individuals by the relevant AQIG Secretary as and when available.</p>	<p>Academic Quality Administrator</p> <p>AQIG Secretary to coordinate appendices via: App 1 - Student Information & Support</p>

Table 2: Timings for the submission of Annual Quality Improvement Reports to the Secretary of the Annual Quality Improvement Group (TQC sub-group)

Autumn
BSc Animal Health and Disease
Gateway
BVetMed Year 1
BVetMed Year 2
BVetMed Graduate Year
BVetMed Year 3
BVetMed Year 4
BVetMed Electives
BVetMed Intra-Mural Rotations
BSc Biosciences/ MSci Year 1
BSc Biosciences/MSci Year 2
BSc Biosciences/MSci Year 3/Intercalated/Study Abroad
MSci Biological Sciences Research Year 4
MSci Applied Biological Sciences Research Year 4
MSci Bioveterinary Sciences Research Year 4
MSci Applied Bioveterinary Sciences Research Year 4
MSci Wild Animal Biology
BSc Animal Biology, Behaviour, Welfare and Ethics
BSc Comparative Pathology
Placement Year - Certificate in Work-based Learning & Research
FdSc/BSc Veterinary Nursing
Graduate Certificate and PG Certificate Advanced Veterinary Nursing
BVetMed Course Directors Overview
BSc Biosciences Course Directors Overview
Spring
MSc One Health
MSc Veterinary Epidemiology
MSc Wild Animal Biology & MSc Wild Animal Health
MVetMed
MSc/PG Diploma/PG Certificate Veterinary Education