

Quality Review Framework Annex 6.1.2:

ASER Main Steps: Taught Postgraduate

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Guidance

Step	Action	Date	People/Body	Hyperlink	Notes
Step 1	ASER Digests are issued to Departments with requirement to produce and Evaluative Report and Development and Enhancement Plan in respect of specified areas.	December 2015	From Quality Review Sub-Committee to Departments, copied to Faculties.		The PTES Survey will not be conducted until March 2016 and so its results will not be included in the 2015-16 round of ASERs.
Step 2	Departments must compile Development and Enhancement Plans using template of issues or documentation to be considered.	December 2015	Departments	ANNEX 6.1.3 EVALUATIVE REPORT/ DEVELOPMENT AND ENHANCEMENT PLAN TEMPLATE	
Step 3	Departments must submit Evaluative Reports and Development and Enhancement Plans for discussion to DTC and DSSCC.	December/January 2015	Departments to Departmental Teaching Committees and Staff Student Consultative Committees.		The minutes of these committees MUST record that discussion of the Reports and Plans has taken place. The Faculty should identify any cross-Faculty themes or requests

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					for additional support from e.g.; CALT, V-P EdSA's Office.
Step 4	Departments must submit Reports and Action Plans for Discussion to Faculty Teaching Committee.	January/February 2016	Departments to Faculty Teaching committees.		The FTC is asked to sign off on any actions proposed by the Department. The minutes MUST record that discussion of the Plans have taken place.
Step 5	Reports and Action Plans are submitted by Faculties to Quality Review Sub-Committee.	1 March 2016	Faculty Tutors to Secretary of Quality Review Sub-Committee.		
Step 6	Quality Review Sub-Committee meets to consider Departmental Development and Enhancement Plans.	14 March 2016	Quality Review Sub-Committee.		
Step 7	Quality Review Sub-Committee reports to Education Committee.	April 2016	Quality Review Sub-Committee to EdCom.		
Step 8	Quality Review Sub-Committee reports back to Faculty Tutors and they feed back to Departments any particular issues.	April 2016	Quality Review Sub-Committee to Faculty Tutors.		If any serious issues arise, the QSRP, CALT etc. will work with particular Departments, via Faculty tutors to offer advice and support.