# UCL logoAnnual Student Experience Review (ASER) Cycle

**OFFICE OF THE VICE PROVOST (EDUCATION & STUDENT AFFAIRS)**

A short guide for staff­ and students.

[Download the full PDF infographic](https://www.ucl.ac.uk/teaching-learning/sites/teaching-learning/files/acer-infographic.pdf) (not accessible to all).

## What is ASER?

It's your department’s annual “health check” and action plan for improving teaching and learning. Progress on the ASER plan is monitored by staff and students through your Staff Student Consultative Committees (SSCC).

# The ASER cycle

## August – September

ASER SharePoint refreshed with current data and Quality Review Sub-Committee (QRSC) commentary.

## September / October

ASER Lead: appoint ASER staff team.

Give SharePoint access to key staff and academic reps.

## October

ASER Lead: meet academic representatives to discuss the ASER and data on SharePoint.

Academic representatives: get handover from previous reps, get trained, and sense check proposed priorities with fellow students.

ASER Lead and Lead Department Representative: meet with Head of Department to discuss progress of current ASER plan Term 1.

Staff Student Consultative Committee (SSCC): discuss ASER.

## November

ASER Lead and Lead Departmental Representative: agree ASER objectives with how success will be measured and a plan for year ahead.

## December / January

ASER Lead and Lead Departmental Representative: present ASER plan to Department Teaching Committee.

## January

ASER plan is submitted to Faculty Teaching Committee.

## February / March

Term 2 Staff Student Consultative Committee: receives update on ASER progress from ASER Lead and Lead Departmental Representative, and agrees any modifications to the plan to present to DTC.

## February

ASER plan is submitted to Quality Review Sub-Committee (QRSC).

## April / May

Term 3 Staff Student Consultative Committee: receives update on ASER progress from ASER Lead and Lead Departmental Representative, and agrees any modifications to the plan to present to DTC.

## June

ASER Lead and Lead Departmental Representative: agree progress report and lessons learnt to handover to next year.

ASER Lead: summarises progress for Internal Quality Review (IQR) and Teaching Excellence Framework (TEF) submissions.

## August

Cycle begins again.