

4. PROCEDURE

- 4.1 All courses are monitored continuously by the Learning, Teaching and Assessment Committee (LTAC) and the Teaching Quality Committee (TQC), which monitors all aspects of teaching quality (all taught courses).
- 4.2 There is an annual cycle of monitoring courses (see Fig 1). The Course Management Committee (CMC) uses the Annual Quality Improvement Reporting process to assure itself that its courses are running successfully.
- 4.3 All of the RVC's Courses are subject to periodic review every six years. For further details, see the [Guidelines for Periodic Review](#). All required and/or recommended actions from Periodic Review reports are to be inserted into the Annual Quality Improvement Report action plan by the Course Director, once the Periodic Review report has been approved by the Teaching Quality Committee and Academic Board. Actions will be monitored through the Annual Quality Improvement Report process.

A course/programme might be excused from needing to submit an AQIR for an academic year depending upon when a Periodic Review of the course/programme takes place. Advice must be sought from the Academic Quality Manager as to whether an AQIR is to be completed. In instances where a course is excused from submitting an AQIR, the three appendices relating to the course/programme should still be produced and considered by the relevant Course Management Committee, and the associated meeting minutes be tabled at the Teaching Quality Committee.

- 4.4 Occasionally proposals are made to change a course from what had been approved at the time of validation. Depending upon the change(s) required, various stages of approval are required, (see Fig 2).
- 4.5 Where changes to a course are proposed which will significantly affect the students already registered on the course e.g. changes to the assessment or learning outcomes, the affected students must be consulted with in accordance with the General Regulations for Study and Award.

