

## University of Edinburgh – Quality Year Planner 2018/19

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>Annual monitoring, review and reporting</b>	24 <sup>th</sup> Deadline for School annual quality reports	SQAC: sub group reviews School reports and add outcomes to annual SFC report by 30 <sup>th</sup>	In the first meeting of semester 1 following the August school quality report, college quality committees will identify good practice from school reports to share across the University				1 <sup>st</sup> Deadline for College annual quality reports					
	Programme annual reporting - annually in time to inform the School Annual Quality report											
	During the year college quality committees will support schools' preparations for annual reporting by: providing and discussing college benchmarked data for schools' reflections											
<b>External Examiners (EE)</b>	Respond to UG reports within 6 weeks			30 <sup>th</sup> Deadline for PGT reports	Respond to PGT reports within six weeks							31 <sup>st</sup> Deadline for UG reports
				SQAC: EE themes annual report (UG)			SQAC: EE themes annual report (PGT)		SQAC: total EE reports and responses			
<b>Accreditation</b>		Forms an appendix to annual SFC report by 30 <sup>th</sup>									Schools advise AS subject/programme areas reviewed by other bodies the previous academic year	
<b>Student Support Services Annual Review</b>			Report deadline (first week) AS collates readers' report and sends draft recommendations to Service Heads	Reader and Sub-Committee meetings SQAC: outcomes reported	AS sends approved recommendations to Service Heads						Report template circulated (last week)	
<b>Events</b>			SDoQ Network meeting	Sharing good practice from quality processes				SDoQ Network meeting Internal periodic review briefings				

SQAC = Senate Quality Assurance Committee SDoQ = School Director of Quality SFC = Scottish Funding Council PGT = postgraduate taught UG = undergraduate AS = Academic Services

**Ongoing throughout the year:** internal periodic review (teaching/postgraduate programme reviews); student support thematic review; student engagement (student representatives, student-staff liaison committees, student feedback); and engagement with Enhancement Themes.