HCA QA Schedule (UG and PG)

Please note:
- This schedule details the main in-School activities of the QAD and QAC in a typical year, with particular attention to the reporting cycle
- It does not include *ex officio* activities (such as attending other in-house committees where the QAD is required, e.g. UG/PG Studies Committees)
- It does not include extra-School activities such as attending CQAC meetings etc. (from which further actions may cascade to School level)

Date	Function Required	Online Forms and Supporting Docs	Responsibilities and Personnel	Outcome
September / early October	• Present HCA Annual QA Report to first SMC (and feed-back SQAC commendations and recommendations when available). Discuss implementation of School-level actions from the previous year's School Annual Quality Report.	• HCA Annual QA Report for previous year (https://spqs.euclid.ed.ac.uk/s/) • SQAC commendations and recommendations (the 'aide-memoire')	• QAD • SMC	• Action points arising from discussion of HCA Annual QA Report
	• Liaise with SA Teaching Committees (UG and PG) with a view to their discussing previous years CMFs and identifying actions	• CMFs (previously circulated)	• QAD, Directors of Teaching, Graduate Directors	• Action points for each SA according to recommendations of SA Teaching Committees
	• Discuss NSS at SAMs (HoSAs to report to QAC)	• NSS results (Power BI)	• HoSAs	• NSS reports from each SA
	• Convene first HCA QAC meeting	• agenda and minutes	• QAD and CQA Office	
	• At QAC: discuss implementation of School-level actions from the previous year's School Annual QA Report	• HCA Annual QA Report for previous year (https://spqs.euclid.ed.ac.uk/s/) • SQAC commendations and recommendations (the 'aide-memoire')	• QAD and QAC	• Action points arising from discussion of HCA Annual QA Report
	• At QAC (and UGSC): discuss NSS	• NSS results (Power BI) • NSS reports from HoSAs	• QAD and QAC	• Identify points of note and actions
	• At QAC (and UGSC) : discuss UG EE reports	• EE reports (https://www.eers.is.ed.ac.uk/)	• QAD and QAC	• Identify action points within and across SAs
	• Prepare report on NSS for next SMC	• NSS results (Power BI) NSS reports from HoSAs	• QAD	• HCA NSS digest / report
October	• co-ordinate rollout of mid-semester feedback exercise where applicable (send all-staff reminder around Week 4)	• *Learn* feedback tool or paper-and-pen exercise (check with IT support and QAC)	• QAD with IT support	• UG and PGT students surveyed and response given by COs
	• Present report/digest of HCA NSS results to SMC and identify actions.	• HCA NSS report / digest	• QAD	• Action points identified • HoS to evolve School-level report in co-ordination with the DoPS
November	• Convene second QAC meeting	• agenda and minutes	• QAD and CQA Office	
	• At QAC: discuss SA CMF reports and collate key points	• summary of CMF Reports with action points from SA Teaching Committees	• Directors of Teaching and Graduate Directors • QAD and QAC	• Identify / discuss implementation of action points
January /	• Convene third QAC meeting	• agenda and minutes	• QAD and CQA Office	

February	• At QAC: discuss PGT EE reports	• EE reports (https://www.eers.is.ed.ac.uk/)	• QAD and QAC	• Identify action points within and across SAs
	• At QAC: discuss CEQs or equivalent exercise	• t.b.c.	• QAD and QAC	• Identify action points within and across SAs
	• Co-ordinate rollout of mid-semester feedback exercise (send all-staff reminder around Week 4)	• *Learn* feedback tool or paper-and-pen exercise (check with IT support and QAC)	• QAD with IT support	• UG and PGT students surveyed and response given by COs
	• Liaise with Exams Officers and UGTO/GSO with a view to any points on with the EEs need to be updated		• QAD • Exams Officers • Head of Teaching Administration	• Co-ordinated text for circulation to EEs (if need be)
April / May	• Convene fourth QAC meeting	• agenda and minutes	• QAD and CQA Office	
	• At QAC: discuss CEQs or equivalent exercise	• t.b.c.	• QAD and QAC	• Identify action points within and across SAs
	• Begin co-ordination of annual monitoring (i.e. Programme Reports and School Annual Quality Report): ensure the online reporting system is up-to-date (with suitable 'clusters' of programmes assigned to the current 'Directors', i.e. Teaching Directors at UG and Programme Directors at PGT and PGR). Notify Directors of schedule.	• https://spqs.euclid.ed.ac.uk/p/ (for the form template) • https://spqs.euclid.ed.ac.uk/admin/ (for administration of programme clusters etc.) • https://spqs.euclid.ed.ac.uk/p/search/ (for previous reports)	• QAD with advice and assistance from College QA Office	• Teaching Directors (UG) and Programme Directors (PG) informed about annual reporting
June	• After S2 exam diet gather UG and PGT feedback from Course Organisers about their courses using the Course Monitoring Form; send the data to the Teaching Directors	• online CMF questionnaire	• QAD with CQA Office • Directors of Teaching	• Data generated for analysis by Teaching Committees and (later) QAC
	• After S2 BoEs, remind Programme Directors about Programme Report deadline. Prepare and (re)circulate instructions and any generic text that may be useful.	• See above • Annual Monitoring Data (Power BI) • EE Reports	• QAD • Directors of Teaching (UG) • Programme Directors (PG)	•
July	• Liaise with Programme Directors to ensure timely submission of Programme Reports	• See above	• QAD • Directors of Teaching (UG) • Programme Directors (PG)	• Full set of Programme Reports 'set to review' (by QAD) and the published
August	• Draft School Annual QA report and circulate to senior office-bearers for feedback	• https://spqs.euclid.ed.ac.uk/s/ • HCA Annual QA Report for previous year (https://spqs.euclid.ed.ac.uk/s/) • SQAC commendations and recommendations (the 'aide-memoire')	• QAD • HoS • DoPS • UG and PG Directors • HoSAs	• Draft Annual QA Report in circulation with feedback towards final version: particular attention given to action points for School, College and University

		• UG and PG programme reports (https://spqs.euclid.ed.ac.uk/p/search/) • Annual Monitoring Data (Power BI) – n.b. • PG SA reports on CMFs • UG and PG SSLC minutes • UG and PGT EE reports • NSS • PTES / PRES	• ST	
	• Finalise and publish School Annual QA Report on SPQS website	• https://spqs.euclid.ed.ac.uk/s/	• QAD	• Report discussed at College QAC

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