



The Institute of Ismaili Studies

## Institute of Ismaili Studies Annual Monitoring Visit 2018

**The Institute of Ismaili Studies' Action Plan in preparation for the QAA's Annual Monitoring Review (Alternative Providers) 2018.**

	Quality Code Expectation	Action to be taken	Target date	Action by	Success indicators	Reported to
<b>Standards</b>						
1	A1	Strategic oversight and coordination of the STEP curriculum review	March 2018	Head of Graduate Studies and Special Projects Manager	Successful validation outcomes and implementation of new curriculum for 2019	Academic Steering Committee and Academic Management Committee
2	B1	Ensure programme(s) align with the requirements of new validating body	January 2018	Head of Quality Assurance and Evaluation in conjunction with the Department of Graduate Studies	Successful validation outcomes for GPISH and STEP	Quality Assurance and Evaluation Oversight Group And Academic Management Committee
3	B1	Specialists in the field of Islamic Studies and Humanities will inform the re-design of STEP incorporating student and alumni feedback	January 2018	Chair of Curriculum Review Committee and Special Projects Manager	Approval of revised curriculum	STEP Oversight Group Academic Steering Committee



The Institute of Ismaili Studies

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4	B4	Implementation of the Evaluation of Academic Skills Support	January 2018	Academic Skills Support Coordinator and Academic Skills Adviser	Positive student feedback and outcomes	Academic Management Committee
5	B4	Create Framework for Academic Advising	October 2017	GPISH Programme Leader and STEP Programme Coordinator	Positive feedback from students and Academic Advisers.	Academic Management Committee
6	B4	Revise communication surrounding research supervision	November 2017	GPISH Programme Leader and STEP Programme Coordinator	Positive feedback from students for GPISH and STEP	Academic Management Committee
7	B8	Enhanced data collection	November 2017	Student Services, Quality Assurance and Evaluation Unit, Human Resources and IT	Improved data reporting to support APR analysis	Academic Management Committee
		Implementation of enhanced Annual Programme Review reporting and data collection	January 2018	GPISH Programme Leader and STEP Coordinator	Positive Annual Programme Review findings and improved reporting directly linked to enhancement objectives	GPISH Programme Board and STEP Joint Programme Management Committee



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<b>Information about HE provision</b>						
8	C1	Undertake mapping against Competition and Marketing Authorities' guidance for UK Higher Education providers on consumer law in relation to the provision of information for prospective and current students	January 2018	Head of Quality Assurance and Evaluation	Any identified enhancements to pre-joining documentation and confirmation of offer	Academic Management Committee
<b>Enhancement</b>						
9	B4	Continued student involvement and consultation meetings in the design of the new Kings Cross Building and transition to the new facilities.	September 2018	Kings Cross Project Manager  Staff Student Liaison Committee	Positive student and stakeholder feedback  Feedback from Staff Student Liaison Committee	Board of Governors  Academic Management Committee
10	B4	Policy on Development of Junior Scholars	October 2017	GPISH Programme Leader	Evaluation by staff following policy; evaluation by mentors; feedback on module evaluations	GPISH Programme Board and Oversight Group(s)
11	B5	Implementation of Enhancement Strategy	December 2017	Head of Quality Assurance and Evaluation	Institutional Enhancement Objectives established with regular progress monitoring and dissemination	Oversight Groups



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12	B5	Student access to Alumni online portal operational.	September 2017	Department of Community Relations	Student participation as evidenced by recorded usage	Staff Student Liaison Committee and Oversight Group(s)
13	B5	Continue the role of Alumni in career seminars	Ongoing	GPISH Programme Leader and Student Services	Positive student feedback	GPISH Programme Board and Academic Management Committee
14	B5 and*8	Develop and implement Annual Student Experience Survey	January 2018	Head of Quality Assurance and Evaluation and Student Services Manager	Improved reporting that feed into annual enhancement objectives	Academic Management Committee
14	B5	<p>Continue to support student representatives through training and familiarisation (including new Student Representatives Handbook) to enable them to fulfil their roles effectively and support their wider professional development</p> <p>Development of recognition scheme for students to provide more explicit recognition of student participation in representation and engagement</p>	<p>Ongoing</p> <p>February 2018</p>	<p>Student Services and Head of Quality Assurance and Evaluation</p> <p>Student Services Manager, STEP Programme Coordinator and GPISH Programme Leader</p>	<p>Positive student feedback</p> <p>Positive student feedback and enhanced participation in departmental activities</p>	<p>Academic Management Committee and Staff-Student Liaison Committee</p> <p>Academic Management Committee and Staff Student Liaison Committee</p>