



Institutional Action Plan 2018-2019

This document outlines The Institute of Ismaili Studies' Action Plan following its 2018 Annual Monitoring submission to The Quality Assurance Agency for Higher Education.

Item	Practice	Action to be taken	Target date	Action by	Success indicators	Reported to	Action status
Academic Quality							
1	B4	Evaluate the effectiveness of the Framework for Academic Advisers.	January 2019	GPISH & STEP Programme Leaders	Positive student and staff feedback. All academic progress reports complete. Welfare Log in use.	Academic Management Committee	In progress
2	B4	Evaluate the effectiveness of the updated research supervision guidance.	January 2019	GPISH & STEP Programme Leaders	Positive feedback from Research Supervisors and students	Academic Management Committee	In progress
3	B8	Implement revised APR following earlier pilot.	January 2019	DGS	Successfully completed APR.	Academic Management Committee DGS Oversight Group	In progress
4	B8	Implement the new streamlined set of surveys, on an agreed platform.	November 2018	DGS	Improved student feedback and reporting	Academic Management Committee	In progress
5	A1-A3 & B1-B10	Complete mapping against the Expectations and practices of the new Quality Code.	January 2019	QA&E	Clear mapping that can be useful in enhancing subsequent QAA engagements.	Academic Management Committee	In progress pending final publication in



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							November 2018
6	B9	Review Academic Appeals and Complaints Procedures.	September 2018	HR, DGS & QA&E	Policy will be comprehensive and accessible. Students made aware of the policy through consultation.	Academic Management Committee & relevant Oversight Groups	In progress
7	B9	Consolidate existing processes related to disciplinary matters.	September 2018	HR, DGS & QA&E	Process and policies will be comprehensive and accessible. Students made aware of the processes and policies through consultation.	Academic Management Committee & relevant Oversight Groups	In progress
8	B4	Evaluate the effectiveness of the Policy on Junior Scholars.	December 2018	GPISH Programme Leader & HR	Positive feedback from members of staff evidenced through reported findings from HR. Improved professional development and practice evidenced from teachers' reflective diaries.	Academic Management Committee & Human Resources Committee.	In progress
9	B5	Develop a programme of workshops and briefings to support general awareness raising on sector	October 2018	QA&E	Improving awareness of QAA initiatives and informing students /	Quality Assurance & Evaluation Oversight Group	In progress



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		developments (e.g. CMA) including the regulatory framework and updated Quality Code.			staff of changes in sector affecting students / staff.		
10	B5	Publish Recognitions Scheme	January 2019	GPISH Programme Leader, STEP Programme Leader & Student Services Manager	Recognitions Scheme available to students	Academic Management Committee & Staff Student Liaison Committee.	In progress
Enhancement							
1	B4	Develop a Mental Health Strategy.	October 2018	Student Services Manager	Positive student feedback.	Academic Management Committee, DGS Oversight Committee, Board of Governors	In progress
2	B4	Develop a digital strategy for DGS	February 2019	DGS	Development of a formal digital strategy and operational plan.	Academic Management Committee, DGS Oversight Committee, Board of Governors	In progress
3	B3	Deliver staff engagement training day	May 2019	DGS	Successful delivery of and positive feedback from development day for all staff who teach/assess on the programmes.	Academic Management Committee	In progress