

Brunel University London Assurance Agency (QAA) Higher Education Review 2016

Action Plan as agreed by the Quality Assurance Committee, Education Enhancement Committee, Senate and Union of Brunel Student Assembly – July 2016

The QAA HER Report includes features of good practice, specific recommendations and also the ‘affirmation’ of certain actions that were already under way at the time of the review.

Feature of Good Practice; Recommendation; Affirmation	Action to be taken	Action by	Date of Completion
Good Practice			
1	<p>The impact of the Recognised Programme Developers in supporting new programme development and in achieving consistency of approach. (Expectation B1)</p>	<p>1.1 We will continue to provide training for new and existing Recognised Programme Developers to ensure sustainability</p> <p>1.2 The impact of Recognised Programme Developers is evaluated annually and informs further development</p>	<p>Quality Assurance Committee</p> <p>N/A On-going good practice</p>
2	<p>The wide range of opportunities and support for student transitions into study, and progression into the work environment (Expectations B4, B2).</p>	<p>2.1 We will continue to develop new approaches to support students entering HE, providing clear information and guidance to ensure that the wide range of opportunities is taken up by all eligible students</p> <p>2.2 The many and varied opportunities currently available to students to develop skills and experience the work environment will be increased</p>	<p>BEEC</p> <p>PDC</p> <p>N/A On-going good practice</p>
3	<p>The extensive range of support and training provided for staff and students by the Brunel Educational Excellence Centre, which enhances learning opportunities. (Enhancement, B3 and B11)</p>	<p>3.1 We will continue to extend the range of training and support provided for staff and students, monitoring uptake</p> <p>3.2 Encourage all staff to engage with the opportunities provided by BEEC</p>	<p>BEEC</p> <p>All departments and colleges</p> <p>N/A On-going good practice</p>

Recommendations				
4	Work with the students' union to monitor and review annually the processes for student representation to ensure the effective engagement of students as partners. (Expectation B5)	<p>4.1 In partnership with students, formalise the review and monitoring of student representation at all levels of the University governance structure</p> <p>4.2 UBS to present an annual report to Senate and its sub-committees on the engagement of student representatives and recommendations to improve the process</p>	<p>Education Enhancement Committee and Union of Brunel Students</p> <p>Union of Brunel Students</p>	<p>September 2016</p> <p>September 2016</p>
5	Ensure that all departments and colleges consistently provide timely and developmental feedback to students on their assessments. (Expectation B6)	<p>5.1 Review policies and procedures to ensure they facilitate timely and developmental feedback</p> <p>5.2 All Divisions/Departments to publish and monitor submission deadlines and feedback return dates, provided at the start of the academic year</p> <p>5.3 Produce good practice guide on provision of feedback</p>	<p>Quality Assurance Committee</p> <p>Divisions/Dept</p> <p>Education Enhancement Committee</p>	<p>September 2016</p> <p>September 2016</p> <p>June 2016</p>
Affirmations				
6	The actions being taken to review the Student Charter, and progress its dissemination to staff and students, and embed the principles of the Student Partnership Strategy. (Expectation B5)	<p>6.1 The Student Partnership Strategy is fully approved for implementation from September 2016</p> <p>6.2 Review and approve the Student Charter to ensure it reflects the University community and Partnership Strategy</p>	<p>Education Enhancement Committee</p> <p>Union of Brunel Students</p>	<p>June 2016</p> <p>September 2016</p>
7	The work underway to develop a policy setting out postgraduate research students' role in supporting learning and teaching, the academic levels at which they teach, and the extent of their contribution. (Expectation B11)	<p>7.1 A policy document clarifying the role of postgraduate research students in supporting learning and teaching has been approved by the Quality Assurance Committee</p>	<p>Quality Assurance Committee</p>	<p>July 2016</p>