POLIS UNIVERSITY ACTION PLAN

Based on key findings of QAA's International Quality Review (IQR) Report Published on 21 December 2023

Recommendations	Action to be taken	Date for completion	Action by	Success indicators
Strengthen the links between the quality assurance policy and the cross institutional implementation of the strategic plan to support their alignment. (ESG Standard 1.1.)	Staff Training – academic and administrative for IQAU procedures	Completed, November 2023	IQAU	• Updated QA manual • No of staff trained
	Additional trainings and capacity building activities (study visits and workshops to be organised in the framework of QA_SURE - an Erasmus CBHE project			
	Set up a diagram for IQAU processes and publishing into the Website	April 2025		• Updating the IQAU menu on POLIS Website with new information
Provide regular formal opportunities for all categories of stakeholders to engage with quality assurance processes and ensures any informal communication is captured formally so that actions can be considered and the feedback loop closed. (ESG Standard 1.1)	Set up Advisory Board in Department level with industry representatives	Completed, December 2023	Department – IQAU - SSCCO	• General Regulation amended and published online
	Sanction the organisation and role of these Boards in the General Regulation	Completed, December 2023		• Advisory Boards approved by the Senate
	Develop and distribute questionnaire to businesses	March 2024		
	Gather, analyse and interpret data and include findings in the IQAU annual report.	July 2024		• Analytical Report of the survey included in the annual IQAU report and published online

Recommendation	Action	Timeline	Responsible	Deliverables
Amend course documentation to ensure course specifications formulate explicit learning outcomes with direct reference to educational levels on the European Qualifications Framework and the National Qualifications Framework. (ESG Standard 1.2.)	University shall establish an ad hoc commission at each faculty to conduct a thorough review of the regulation of the study programs paying specific attention to the eventual revision of the intended learning outcomes of the study programs in accordance with their respective EQL.	Completed, September 2023	Rectorate	• Decision of the Rector • Decision of the Academic Senate to approve the revised regulations of the study programs • Work plan of the ad-hoc commission • Weekly progress reports of the commission
Formalise an approach to the setting, moderation and marking of assessments, which can actively involve discipline-level expertise alongside quality management verification. (ESG Standard 1.3.)	University shall revise the Didactic Regulation, adding a specific article on Marking and Moderation policy, in order to provide guidance to academic staff in their marking and moderation procedures.	February 2024	Head of Departments - Deans + Legal Office	• Revised Didactic Regulation accessible online
	Inform the students for new marking and moderation policy, by adding this information to the Student Guide	March 2024		• Updating Student Guide with respective information on Marking and moderation policy and accessible online
	Publish the amended Didactic Regulation and Student Guide in the university's website	March 2024		
Ensure appropriate resources are assigned to support the ongoing operation of the Data Management Plan and establish appropriate	University shall foresee appropriate provisions in the 2024 budget for the DMP	Completed, December 2023	Finance Office + HR + IT	• 2024 budget forecast
	Training session for academic and administrative staff on the implementation of the Data Management Plan	January 2024		• Agenda and training materials

staff training. (ESG Standard 1.4.)				
Amend opportunities for continuous professional development for all teaching staff to emphasise distinctions between EQF levels. (ESG Standard 1.5.)	POLIS university shall organise a plenary and subsequent parallel training in department level to discuss the differences in intended outcomes, methodology, assessment criteria across study programs according to the EQF levels	March - May 2024	HR - Project Office	• Staff Training Calendar
Complete the work that sets out measures to promote inclusiveness that are a result of participation in the IDEA project, particularly in the context of learning and teaching practices, access to student support and how course leadership responds to students' needs in the Student Guide and website. (ESG Standard 1.6.)	As per the workplan of IDEA project the following trainings will take place until the end of 2023 D2.3.5 Training of Counselling Centre Coordinators D2.3.7 Training of Trainers on the practical challenges Swd face in their studies and employment D2.3.9 Follow-up Training of e-Accessibility Coordinators on the Relay Service D2.3.10 Follow-up Training of Library Services' Coordinators on AT based solutions D2.3.11 Follow-up Training of e-Accessibility Coordinators on AT based solutions D2.3.12 Follow-up training of International Relations Offices' Coordinators & Career Officers D2.4.3 Follow-up Training of Academic Advisors: support services for SwD	Completed, - December 2023	Project Office + HR+ Legal Office	• Training Materials • No of staff trained

Objective	Action	Deadline	Responsible	Deliverable
Didactic Regulation and Student Guide to be amended accordingly	University shall assign a new position Disability advisor or learning support coordinator who can deal with students with disabilities.	March 2024	Legal Office + SSCCO + Registrar	• Decision of the Rector for staff appointed as Disability advisor or Learning support
Establish a recognised process for the Student Registry Office to formally communicate with academic staff, details of students with disabilities. (ESG Standard 1.6.)	Responsible units shall revise the current procedures so that they better cater for students with disabilities such as Admission procedure + admission test, Adjustments and support for exam arrangement, student international mobility, etc	September 2024		• Procedures for students with disabilities
	Creating a student survey for all new students inquiring about the number of disabled students, with questions including who is shielding, who has an underlying health condition or is classed as vulnerable. All these things could give the university better insight on how many students have certain needs and concerns.	October 2024		• Survey for students with disabilities
Develop clear stipulations for ongoing monitoring of data to guarantee its reliability and indicate what data is worth collecting according to its usefulness. (ESG Standard 1.7.)	University shall develop a Manual on the types of reports can be download from the Information Management Platform - PITAGORA	February 2024	IT - Legal Office - Registrar	• Manual on Data and reports downloads from PITAGORA system
Amend the student guide to include detailed information	University shall update the Chapter 4 Rules and Regulations of Student Guide, by including	February 2024	Legal Office - IQAU	• Updating the Student Guide

that governs the student journey to comprehensively inform students about their academic responsibilities and opportunities. (ESG Standard 1.8.)	The purpose of updating the Student Guide is to include information about academic responsibilities, as are mentioned in the General Regulation, Didactic Regulation etc but in a shorter form. detailed information about academic procedures that students have to follow.			
Further develop and formalise processes for ongoing monitoring activities to ensure feedback can be actioned in a timely, relevant and systematic manner. (ESG Standard 1.9.)	Updating the Periodic Program Review Procedure by IQAU. This update should include the information of how IQAU communicates results and recommendations collected from self-evaluation and peer review, courses taught in the context of the academic standards, students` feedback, other external stakeholders' feedback etc. Updating of IQAU regulation to include how IQAU communicates results to other units	October 2024	Rectorate + IQAU	• Updating format of Annual Report of IQAU • Updating regulation of IQAU • Design a diagram for IQAU provides an overview of the process
Embed internal procedures to ensure that programmes and syllabi continue to be set at the correct level and learning outcomes are consistently formulated so as to support teaching, learning and assessment activities and that they align with the European Qualifications	Curricula Revision Committes have been established at the faculty level Annual Program Monitoring and Review (APMR) process has been set up, Curricula Revision Committes should ensure that the relevant process is followed by respective unit/staff Program Modification Process (PMP), Curricula Revision Committes should ensure that the relevant process is followed by respective unit/staff	Ongoing	Curricula Revision Committes for each faculty	• Curricula Annual Monitoring Report • Syllabi Annual Monitoring Report • Programme Modification Request

Good Practices	Action to be taken	Date for completion	Action by	Success indicators
Framework (ESG Standard 1.9).				
The formal approach taken by the institution to actively support non-discriminatory practices, understanding that the emphasis that the University places is fairly unique in the cultural context it embodies (ESG Standard 1.1)	Continue to ensure equal opportunities to all students and staff via Gender Equality Plan	Continuous	Rectorate	• Updated procedures
The involvement of students in programme design. (ESG Standard 1.2.)	Increase students' participation in programme design by formally including the validation by the Students' Senate as an additional step in the curricula revision procedure prior to its final approval by the Academic Senate	May 2024	Head of Departments + SSCCO + Student Senate	• Written proposals submitted by the Student's Senate to Academic Senate
The approach taken by the University to nurture student progression through the maintenance of a culture of student and teacher partnership. (ESG Standard 1.3.)	Strengthen further the role of academic tutors and the role of Student Support and Career Counselling Office (SSCCO) in support of student progression by increasing the number of staff that carries these roles	March 2024	Head of Departments + SSCCO	• Decision of the Rector for staff appointed as academic tutors
The participatory approach that aligns of research objectives and institutional objectives. (ESG Standard 1.5)	Expand the scope of the participatory workshop to develop the institutional research agenda to ensure an even stronger alignment with the Innovation Factory and Polis Press activity	July 2024		• Workshop Agenda • Research Agenda 2025

The extensive range of learning resources that support learning, in particular the special IT facilities to enhance the learning opportunities for students with disabilities. (ESG Standard 1.6.)	Continue investing in state of the art learning resources	Continuous	Rectorate	• Foreseen Budget for infrastructure, equipment and technology • Purchase and operationalization of new equipment
The comprehensive range of specialist facilities on offer which enhance the professional learning opportunities for students. (ESG Standard 1.6.)	Expand the network of entities and institutions that provide access to specialised facilities to POLIS students	continuous	Faculties + SSCCO	• List of new agreements with partner organisations

Approved by:

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POLIS University

Date: 12/01/2024