

## Higher Education Review (Embedded Colleges): Action Plan

Huddersfield ISC Action Plan relating to Higher Education Review (Embedded Colleges) of October 2016						
Good practice	Action to be taken	Target date	Action by	Success indicators	Reported to	Evaluation
In the course of HER(EC), the team identified the following areas of <b>good practice</b> that are worthy of wider dissemination.						
<ul style="list-style-type: none"> <li>The close relationship with the University and the integrated approach to securing academic standards and the quality of students' learning opportunities</li> </ul>	<p>In addition to formal committees and meetings e.g. Steering and Course Committee, more joined-up work with the University Schools and the International Office at operational level to ensure a seamless approach towards our provision, delivery and support to students.</p> <p>Integration with University Schools and greater understanding of students' intended degree programmes post ISC</p>	July 2017	Head of Centre and Deputy Head of Centre with support from University School Link Tutors and University teams	More timely communications between the ISC and University Schools/Teams, Minutes/notes of meetings, reports of outcomes as a result, positive feedback from students and tutors from the University Schools	Course Committee and Quality Assurance and Enhancement Group (QAEG) and Regional Director	ISC biannual operations reports, annual evaluation report, Centre Action Plan reviews (ongoing), student surveys and feedback from the Student Panel as well as Minutes from Course Committee meetings and QAEG meetings

<ul style="list-style-type: none"> <li>The establishment of the role of the Head of International Projects as a joint appointment between the Centre and the University to support effective recruitment and marketing</li> </ul>	Continue working with the HoIP and developing the relationship to ensure effective recruitment and marketing	July 2017 (review)	Study Group Marketing Director in liaison with Head of Centre/Deputy Head of Centre	Increased student numbers to the ISC	Joint University and Study Group Steering Group	Biannual marketing and recruitment reports to Steering Group
<ul style="list-style-type: none"> <li>The comprehensive training and written guidance provided for personal tutors that support their role</li> </ul>	Periodic review, update and enhancement to the guidance materials as well as practices in supporting our personal tutors to ensure good practices are shared among peers and within the team	July 2017	Head of Centre and Deputy Head of Centre with support from Personal Tutor Coordinator	Positive feedback from personal tutors and direct feedback from students e.g. student surveys	Student Panel, Quality Assurance and Enhancement Group (QAEG), Course Committee and Regional Director	Periodically reviewed /updated guide/handbook for personal tutors, Student Panel Log and Minutes from QAEG and Course Committee
<b>Affirmation</b>	<b>Action to be taken</b>	<b>Target date</b>	<b>Action by</b>	<b>Success indicators</b>	<b>Reported to</b>	<b>Evaluation</b>
<ul style="list-style-type: none"> <li>The steps being taken to minimise academic misconduct in assessment</li> </ul>	<p>Continue reinforcing and promoting good academic practices e.g. focused sessions on academic integrity and University assessment regulations</p> <p>Focus on students' understanding of initial referencing skills needed in non-English subjects in term one and reinforcement of good academic practice</p>	<p>July 2017</p> <p>March 2017</p>	Head of Centre, Deputy Head of Centre, Heads of Departments and all teaching/academic staff within the ISC	<p>A visible reduction of academic integrity cases</p> <p>Overall improved awareness of good academic practices</p>	Quality Assurance and Enhancement Group (QAEG), Course Committee and Regional Director	Reports and reviews of students' assessment results, direct feedback from tutors and students; Minutes from Course Assessment Boards and annual evaluation report

© The Quality Assurance Agency for Higher Education 2015  
Southgate House, Southgate Street, Gloucester GL1 1UB

Registered charity numbers 1062746 and SC037786