# QUINQUENNIAL REVIEWReport of Action Taken in Response to Recommendations

This report should be completed shortly after the review event has taken place and the Review Panel’s report is drafted. The Panel Manager will complete the ‘Recommendation’ columns of the report.

For **TABLE 1**, the Department/School is responsible for completing the remaining columns. The first iteration of this report will be submitted to Quality Assurance Committee (QAC) by 1 June each year at the latest, following the drafting of the report and the completion of TABLE 1. The final column should be left blank for this first submission. A period of time after initial scrutiny at QAC, the report author will be required to complete the final column of the report to offer a 12-month update since the review took place, providing an update on progress against the recommendations. Following scrutiny at QAC, the Committee will decide whether to formally confirm that the review is complete, or whether to request a further follow on report focusing on any outstanding actions.

**TABLES 2 & 3** are completed following the same pattern. The Panel Manager is responsible for liaising with the Faculty and the University to obtain any updates on actions taken in response to the recommendations. If action is not taken by the Faculty or University, the Panel Manager should outline any information they have obtained as to why action was not taken in the final two columns of the tables.

The completion and submission of the below report, at two separate points as scheduled, is a formal requirement of the Institutional-Led Review: Periodic Review of Academic Provision process. The report enables QAC to undertake an appropriate level of University-level scrutiny regarding the outcomes of reports, which is an important element in ensuring the University’s quality assurance and enhancement processes are robust and in line with external regulatory requirements.

For further guidance on completing this report, please contact the Quality Enhancement & Assurance Team.

|  |  |
| --- | --- |
| Department/School/Programme Reviewed |  |
| Date of Review |  |
| Authors of this Report |  |

**TABLE 1: Department/School Level Recommendations**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Recommendation** | **Initial Department/School Response** | **12 Month Update** |
| 1 |  |  |  |
| 2 |  |   |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

**TABLE 2: Faculty Recommendations**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Recommendation** | **Initial Faculty Response** | **12 Month Update** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**TABLE 3: University Recommendations**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Recommendation** | **Initial University Response** | **12 Month Update** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |