
 <b>ASU</b> جامعة العلوم التطبيقية APPLIED SCIENCE UNIVERSITY	<b>Action Plan</b> خطة الاجراءات		
	<b>Document #:</b> ASU-QAA-06-03	<b>Rev #:</b> 01 <b>Effective Date:</b> 19.06.2019	<b>Page 1 of 3</b>

Source of Action Plan (Audit, Survey, Review, other) مصدر خطة الاجراءات (تدقيق، نتائج استبيان، مراجعة، أخرى)	QAA-UK Institutional Quality Review (IQR)	Name: Programme/ Department/ Directorate/ Office/ Unit اسم الجهة: البرنامج / القسم / الإدارة / المكتب / الوحدة	ASU (Institutional)
Audit Reference No. / Title and Date of Review or Survey الرقم المرجعي للتدقيق / عنوان المراجعة أو الاستبيان	IQR	Date of Audit Report/ Review/ Survey تاريخ تقرير التدقيق / المراجعة / الاستبيان	May 2022

Item No. in the checklist/ Survey/ Review Report رقم البند في قائمة التحقق / الاستبيان / تقرير المراجعة	Recommendation (if any) التوصية (ان وجدت)	Action الاجراء	KPI مؤشر الأداء	Timeline موعد الانتهاء	Responsible person/ dep الشخص / الجهة المسؤولة	Budget الميزانية
<b>ESG Standard 1.5</b> Teaching Staff (Good Practice)	ASU has partnered with AdvanceHE to offer a fellowship scheme for its academic staff to recognise excellence in teaching and learning and student support. A high proportion of academic staff have achieved certifications at different levels of the fellowships	Maintain the partnership with AdvanceHE	Partnership Agreement	Continuous	VP Acad	-
		Sustain the high proportion of staff achieving fellowships from HEA	Record of staff holding HEA fellowships			
<b>ESG Standard 1.7</b> Information Management (Good Practice)	The University's IT systems integrate databases and other sources of information allowing accessibility of data and the embedding of management information into decision-making processes at all levels of the institution	Update the systems with latest technology and versions continuously	Updated systems	Continuous	VP Admin	-
		Maintain the integrated databases and current workflow-based system design	Integrated Databases			
<b>ESG Standard 1.1</b> Policy for quality assurance	Make the Quality Manual, or an alternative description of the institutional quality policy publicly available, for example by posting it on the institution's website	Prepare an alternative description of the institutional quality policy for the purpose of the public availability	Quality Policy on the website	Nov 2022	QAAC	-

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<b>ESG Standard 1.1</b> Policy for quality assurance	Strengthen the process for reviewing policies and other key documents and develop an effective process to identify the implications of each policy revision on other policies and key documents be introduced, to ensure that any asynchronicities are detected and rectified before revised policies are published	Prepare a mapping document identifying the policies and other key documents that are affected by any change of a certain policy	Mapping Document	Jan 2023	QAAC	-
		Add the mapping document to the "Policy for the Development and Review of Policies and Procedures"	Updated Policy	Jan 2023	QAAC	-
		Update the "Policy for the Development and Review of Policies and Procedures" by adding a procedure for the review of all relevant key documents as per the mapping document	Updated Policy	Jan 2023	QAAC	-
<b>ESG Standard 1.4</b> Student admission, progression, recognition and certification	Present programme specific entry requirements in a more consistent manner	Identify all key documents that mention the entry requirements	List of key documents	July 2022	VP Acad	-
		Update all key documents to ensure that the generic and specific entry requirements are presented consistently	Updated key documents	July 2022	VP Acad	-
<b>ESG Standard 1.8</b> Public information	Formalise its internal procedures for maintaining and approving public information to ensure it is accurate and up-to-date	Review the "Information Display Policy" to include procedures to maintain and approve public information and to ensure it is accurate and up-to-date	Updated Policy	Sept 2022	VP Admin	-
<b>ESG Standard 1.9</b> On-going monitoring and periodic review of programmes	Collect student voice in a more structured manner, such as explicit involvement of students in deliberative process, or consultation with	Review the "Monitoring and Review of Programmes Policy" to include the role of students in the periodic review of programmes	Updated Policy	Sept 2022	QAAC	-

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	representative students as part of the periodic review and programme approval processes	Review the “ <i>New Programme Development Policy and Procedures</i> ” to include the role of students in the programme approval processes	Updated Policy	Sept 2022	QAAC	-

Name & Signature الاسم و التوقيع	ASU – QAAC
Date of Submission تاريخ التسليم	3 June 2022