

Richmond, the American International University in London
Action Plan Addressing the Recommendations of the 2017 QAA HER (AP)

For the full QAA HER report, including recommendations, see: INSERT, or consult the [Quality/Accreditation tab](#) of the university portal.

For University Committee dates, please see the [university organization tab](#) of the portal.

PLANS TO ADDRESS RECOMMENDATIONS

	Recommendation	University Action Plan	Progress to date	Department
DEADLINE – By June 2018				
	Ensure that terms of reference of committees and the Quality Manual are accurate, aligned and consistent with the regulations of the awarding body (Expectations A2.1 and C)	At the notification of TDAP, this action point is to ensure that all references to the previous awarding body are removed or are present whenever required	INITIATIVE COMPLETED / ACTION ONGOING <ul style="list-style-type: none"> Remove references to the outgoing awarding body – complete, ready for 18/19 Aligned the QM to revised Richmond only regulations – ongoing 	DAAQA
	Ensure that APes are consistent in their level of detail and meet the requirements of the awarding body (Expectation B8)	DAAQA to provide more guidance in the training. The Dean and Associate Dean to review all APES before submission to DAAQA to check for consistency within their schools. DAAQA to do a final check for consistency before sending to the OU.	ACTION ONGOING/ AWAITING FEEDBACK FROM THE OU <ul style="list-style-type: none"> Dean of QA and A to attend a workshop held by The OU (awarding body) re: Annual Monitoring; review other institutions submissions as part of benchmarking – completed April 2018 Revision of Annual Monitoring workshop – fall 18 Assign 2 QA Officers for final check of consistency – Dec 18 	DAAQA Academic Schools
	Ensure clear reference in the academic complaints policy to the roles of the awarding body and of the Office of the Independent Adjudicator (Expectations B9 and C)	Ensure OIA and The OU is referenced in all aspects of academic appeals and complaints	ACTION COMPLETED <ul style="list-style-type: none"> Secretary edited policy to include reference to the OU and OIA and sent to the OIA for affirmation 	AAC

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CONTINUING PROGRESS ON QAA-AFFIRMED ACTIONS BEING TAKEN AND ITEMS OF GOOD PRACTICE HIGHLIGHTED

	QAA Affirmation	Continuing Progress	Department
	Affirms the steps being taken to ensure the integration of external examining for stand-alone courses into examining board processes (Expectation B6).	<p>INITIATIVE COMPLETED / ACTION ONGOING</p> <ul style="list-style-type: none"> • All standalones have an external examiner – action completed • Integrating stand-alones ready for summer exam boards 	Registry
	Item of Good Practice Highlighted	Continuing Progress	Department
	The personalised learning support provided to students throughout their studies which enables them to develop their personal and academic potential (Expectation B4)	<p>ONGOING</p> <ul style="list-style-type: none"> • Introduce a mid-point progression evaluation to ensure student’s progression is as smooth as possible; introducing a survey to advisors and advisees to inform the areas that need improving • Introducing Peer Tutor for Research and Writing • Increased support for peer tutors (via training, procedures, and use of dedicated academic spaces). 	Student Affairs; Registry Services
	The wide and varied range of opportunities for students to develop skills and build experience which enables them to develop their professional potential (Expectations B4 and B10)	<p>ONGOING</p> <ul style="list-style-type: none"> • Involve lower level fashion students in upper level fashion projects – done for spring 18 • New Associate Dean for Student Support and Careers Services – done for spring 18 • Introduce RLA Employability Award on the careers portal; the award has 3 tiers and is meant to help students filter through our employability plan from volunteering and campus leadership in the first years to interning and taking part in research in their later years; full launch for Fall 18 • Increased range of careers-related events (alumni panels, Q+A, etc.), organised by SGA, student clubs, faculty, and/or Student Affairs staff. • Introduce more group work in the liberal arts core courses from 18/19 • Develop further the digital skills offering in the liberal arts core courses, starting with Transitions first from 18/19 • Professional skills module starts running in Fall 18; possibly linking to internships in the future 	