**Course/s …………………………………………………………………………………**

**Dept/School/partner organisation ………………………………………………………….**

**Date of DSR Panel meeting …………………………………………**

**Action plan produced by …………………………………….**

**Approved by Head of Department/School ….……….…………………………...........................…….. (name) on .............................................. (date)**

**Updated on ............................................. (where appropriate)**

| **No.** | **Panel’s Recommendation** | **Department’s agreed action** | **Person(s) responsible** | **Timeline for actions including milestones for longer term activities** | **Latest update on progress against timelines.** |
| --- | --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
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Process Note (QA13)

An Action Plan should be drawn up by the Department/School following its consideration of the recommendations of the Degree Scheme Review Panel as expressed in the Minutes/ and the support of the Head of Department/School obtained for the proposed action.

Prior to submission to Faculty/School Learning, Teaching and Quality Committee the Chair of the Panel should be invited to comment on the action plan and confirm that it meets the Panel’s expectations.

The Action Plan should be submitted with the Minutes and the PED to the Department Learning, Teaching and Quality Committee and the Faculty / School Learning, Teaching and Quality Committee for monitoring. In the case of the School the documents should subsequently be submitted to the Courses and Partnerships Approval Committee.

Progress reports, where requested by the Learning, Teaching and Quality Committee, can be the same document reproduced with progress identified in some detail in the end column, at the stated date.