

Irish School of Ecumenics, Trinity College Dublin, Action Plan following HER review in May 2017

Recommendation, affirmation or good practice	Action to be taken	Date for completion	Action by	Success indicators	Progress
GOOD PRACTICE					
The comprehensive and diverse range of complementary learning opportunities available to students to develop their academic and professional potential (Expectation B4)	Continue and enhance where possible diverse range of learning opportunities.	During academic year 2017-18.	Academic staff	Successful provision of comprehensive and diverse range of complementary learning opportunities, (especially field trips, guest practitioner lectures, academic events, placements and practice-oriented modules) and evidence of student engagement and satisfaction in student evaluation mechanisms.	
AFFIRMATION					
Steps taken to implement and review Counselling and Careers support. (Expectation B4)	First meeting in Belfast with Graduate Students Union (GSU) and representative of Trinity International Office to explore stronger links with Trinity support services.	Took place August 2017.	Course Coordinator	Minutes of meeting, GSU literature disseminated to new students, information video shown to students at induction. Commitment to follow up with GSU in January.	

	Secure visit of a Support service to Belfast to deliver a workshop.	During academic year 2017-18.	Course Coordinator	Site visit by a student support service (especially Careers) during academic year.	
	Provide updated and strengthened information on accessing support services.	September 2017	Course Executive Officer	Support services information session added to orientation day and materials added to orientation pack.	
RECOMMENDATION					
Formalise and strengthen the procedures for arranging and monitoring placements to ensure that learning opportunities are delivered securely (Expectation B10)	Produce, in line with Trinity policy on internships and UK guidance and legislation on internships, a tripartite agreement, incorporating risk assessment, between Trinity, placement provider and student, outlying roles and responsibilities, including what should occur in the event that a placement is not finished. These records to be maintained centrally in ISE in Belfast.	September 2017	Course Coordinator	New documentation and procedures in place for September 2017 intake.	
Update hyperlinks in student handbooks to ensure that all information is fit for purpose	Contact the member of staff who oversees the PhD handbook to ask for links to be updated.	September 2017	Course Executive Officer	Updated version of PhD handbook to be uploaded to ISE website, to replace	

(Expectation C).	Check links in other school handbooks: MPhil and Guide for International Students			current version with broken links. Online copy of handbooks checked and all links working.	
Develop further the recently implemented course evaluation process to formally consider a wider range of data and other evidence (Expectation B8).	Convene a dedicated 'review of year' meeting in April/May including Belfast academic staff, Executive Officer and Head of Department to consider all evaluation data available: module evaluations, External Examiner's report, student focus group report, student feedback as minuted in staff meetings, Annual Programme Evaluation (faculty) and the Irish Survey of Student Engagement (ISSE).	April 2018	Course Coordinator	Production of an end of year evaluation report synthesising findings of all evaluation procedures, including action points as appropriate. Report to ISE academic staff meeting in June or September.	
Apply quality assurance processes more systematically to identify opportunities for enhancement (Enhancement).	The evaluation report mentioned above will be received and discussed by the new Confederal School Postgraduate Committee. This is convened by the Director of Teaching and Learning Postgraduate, ISE's link to the Dean of	June 2018	Head of Department	Minuted discussion and feedback on ISE in Belfast and the MPhil in Conflict Resolution and Reconciliation from the Confederal School Postgraduate Committee.	

	<p>Graduate Studies. This will allow for a high-level and cross-School approach to disseminating best practice and identifying opportunities for enhancement.</p>				
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