Appendix 8 – Follow-up Report Guidelines and Report Template

Appendix 8: Template 8 – Follow-up Report

This report presents the findings of the follow-up visit that took place on **DATE**.

This is part of the A&QC's arrangements to provide continuing support for the development of internal quality assurance processes and continuing improvement following the Programme Review site visit held on **DATE**. The purpose of the follow up review is to assess the progress made in the programme since the Programme Review Report and to provide further information and support for the continuing improvement of academic standards and quality of higher education in RCSI.

The evidence base used in this follow-up review and report includes:

1. The Self-Evaluation Report for the programme together with supporting documentation
2. The Improvement Plan prepared and implemented since the Programme Review Report
3. The Programme Review Report
4. The Higher Education Quality Review Report and Institutional Strategic Plan (if any)
5. Additional evidence presented during the Follow-up visit

The overall conclusion reached as the outcome of the follow-up review is as follows:

1. The **PROGRAMME** at RCSI has OR has not successfully implemented an Improvement Plan
2. Good practice in the indicators demonstrated since the Programme Review site visit include:
3. Matters of particular importance that should be addressed by the Institution in its continuing improvement of the programme are (insert and indicate if they are, or as yet are not, addressed by the Improvement Plan):

Programme details

Programme title:	
Programme Director(s):	
Initial Programme Review site visit date(s):	
Follow up site visit date(s):	

Context for Review

Review Panel Members ("the Reviewers"):	
Chair & Independent Reviewer:	
Independent Reviewer:	
Internal Reviewer:	
Rapporteur:	

Part 1: Internal Quality Assurance System is operation

Questions	Comment	Further action required?
Is the programme Self-Evaluation Report complete?		
Does the most recent Self-Evaluation Report indicate the extent to which the criteria in the Framework for Evaluation are met and/or are being addressed?		
Is there an Improvement Plan in place, informed by external and internal review?		
Are there any major gaps that appear not to be addressed?		
Is progress with the Improvement Plan monitored?		
Are there any major obstacles to the expected achievement of the Improvement Plan?		
What is the Institution's estimate of the time needed to complete improvements to the Programme?		
What is the Reviewers' assessment of the time needed to complete the improvements to the Programme that would		

demonstrate the Indicators?		

Part 2: Progress demonstrated with the Indicators

Indicator	Improvement Plan points (*comment on how these points map to the Programme Review Report recommendations*)	New information from the Follow up site visit
Indicator 1		
Indicator 2		
Indicator 3		
Indicator 4		