

Guidance Note: Handbook paragraphs 86-88

Producing the review report

Approved by the Quality Board on 4 March 2019

Preamble

Notes of Guidance are issued by the Quality Board for Icelandic Higher Education following consultation with the higher education institutions, LÍS (the National Union of Students in Iceland) and the Ministry of Education, Science and Culture (MESC). They are offered for guidance to amplify statements contained in the *Quality Assurance Handbook for Icelandic Higher Education* (the *Handbook*). They are designed to clarify expectations and promote transparency as well as equity and consistency of practice across the sector. Please note, however, that the *Handbook* in all circumstances remains the definitive statement on the QEF. Any enquiries related to this Note of Guidance should be referred to the Manager of the Quality Board (secretariat@qef.is).

This Note relates to paragraphs 86-88 and specifically 88 of the *Handbook*.

Guidance

Paragraphs 86 through 88 of the *Handbook* outline the processes gone through by the IWR Review Team in producing the final IWR Report, its conclusions, judgements and the associated Headline Letter (see *Handbook* paragraph 86). It is clear in this section of the *Handbook* that these processes and outcomes are entirely under the control of the IWR Team and will reflect the Team's views and judgements on the basis of the totality of the evidence it has gained throughout the entire IWR process. This absolute independence of the Team is imperative for the integrity of the process.

The process described in paragraph 88 can be formulated as a series of steps:

1. The Board receives and discusses the team report.
2. If the Board finds that evidence is lacking, it will go back to the Team Chair for clarification.
3. The Board validates and finalises this report, having ensured that the judgments provided are supported by robust evidence. There will be no further changes to the report after this step.
4. The Board invites the Rector to join the meeting to offer an institutional perspective on the efficiency, value and key findings and recommendations.

Note: As set out in the *Handbook* (paragraph 111), only limited or no confidence judgments can be appealed and only on grounds of procedural irregularity.

Further information

Any further information on this Note of Guidance is available from the Board Manager (secretariat@qef.is).