

Guidance Note: Handbook paragraphs 21, 57 and 101

Guidance note on the Mid-Term Progress Report and the subsequent Annual Meeting

Approved by the Quality Board on February 7, 2023

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 for Icelandic Students) and the Ministry of Higher Education, Science and Innovation (Ministry). 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 21, 57 and 101 of the Handbook on Mid-Term Progress Reports and their association to Annual Meetings in the year of their submission.

Paragraph 21 states: "...a Mid-term Progress Report...will review progress in taking forward developments foreshadowed in the IWR process. This report will be on the agenda of the annual meeting between the respective HEI and representative(s) of the Quality Board three or four years following the publication of the IWR Report. For this Annual Meeting only, a member of the IWR Team (normally the Chair) will join the meeting. This report will be published on the Quality Board's website alongside the original IWR Report. See Paragraphs 57 and 101 for more detail on the Mid-term Progress Report."

Paragraph 57 states: "Because of the fairly long seven-year cycle for IWRs, there is a Mid-term Progress Report for each institution three or four years following the publication of their IWR Report. This exercise will be conducted as part of the Annual Meeting that year. In the year of the Review of Progress only, the Board representative will be joined by a member of the IWR Team (normally the Chair) that undertook the IWR. This exercise will lead to a brief report which will be published alongside the original IWR Report on the QEF website."

Paragraph 101 states: "Because of the relatively long review cycle, in year 3 or 4 following the publication of an IWR Report in which all judgements are of confidence, there will be a Mid-term Progress Report. This will be undertaken as part of the Annual Meeting in that year. On that occasion, the Board member who undertakes the Annual Meetings will be joined by a member (normally the Chair) of the institution's Review Team. Two weeks in advance of this meeting, the institution is asked to submit to the Board Manager an electronic copy of a brief progress report which is unlikely to exceed twenty pages, unless it particularly suits the institution to do so. This Progress Report should indicate the progress made by the institution since the IWR in following through matters raised in the IWR Report and the institution's associated Action Plan. At the Annual Meeting, the discussion on this

Progress Report will be led by the representative of the IWR Team. Following this Annual Meeting, the institution's Progress Report (amended in the light of discussion at the Annual Meeting if the institution so wishes) will be forwarded to the Board. This will be accompanied by a brief commentary from the Review Team representative. The Board will then sign-off these documents for publication on the QEF website alongside the initial IWR Report and the Year-on Report. Through these mechanisms there is a consistent flow of public information provided on each institution throughout the cycle."

Guidance

- a) When an institution receives two judgements of confidence, it submits the Mid-Term Progress Report three to four years following an Institution-Wide Review.
- b) Two weeks in advance of the Annual Meeting of that year, the institution will submit to the Board Manager an electronic copy of the Mid-Term Progress Report, preferably no more than twenty pages.
- c) The Mid-Term Progress Report should indicate the progress made by the institution since the IWR, addressing matters raised in the IWR Report and the institution's associated Action Plan.
- d) For this Annual Meeting only, a member of the IWR Team (normally the Chair) will join the meeting, who will lead the discussion.
- e) Following this Annual Meeting, the Mid-Term Progress Report (amended in the light of discussion at the Annual Meeting if the institution so wishes) will be forwarded to the Board. This will be accompanied by a separate commentary from the Review Team representative.
- f) The Board will then sign-off these documents for publication on the QEF website alongside the initial IWR Report and the Year-on Report.
- g) When an institution receives one or more judgements of limited confidence the institution produces an Action Plan as per paragraph 102 of the Handbook. In this case, the Action Plan and other documents related to the Board's monitoring of its implementation replaces the Year-on and Mid-Term Progress reports.

Further Information

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