Enhancement-led Institutional Review (ELIR) 4 Operational Guidance: Follow-up Reports

Purpose of this guidance

1   This paper provides guidance to institutions on the content and style of the ELIR Follow-up reports.

Guidance from the ELIR Handbook

2   The ELIR 4 Handbook states:

> **Follow-up reports**
> One year after publication of the ELIR Outcome and Technical reports, the institution submits a Follow-up report. Institutions should engage their student representatives in the preparation of the reports and the reports themselves should indicate the ways in which students have been involved in the Follow-up activity.
>
> Follow-up reports indicate the actions taken (or in progress) by the institution to address the outcomes of the ELIR, and are required to be endorsed by the institution's governing body. Follow-up reports are published on the QAA website.

> Paragraphs 66-67 of the ELIR Handbook

3   **Purpose** - the purpose of the Follow-up report is, primarily, to demonstrate that institutions reflect on the outcomes of their ELIR and take appropriate action on the basis of that reflection. QAA Scotland (QAAS) officers will consider the Follow-up reports, using these to inform the agenda for the annual discussion meeting with the institution. QAAS is asked to report to SFC on institutions' progress in addressing their ELIR outcomes, and these Follow-up reports clearly provide useful information for that purpose. QAA also uses the content of the ELIR Follow-up reports to inform sector-wide analyses of the outcomes of reviews and institutions' responses to the outcomes, for example in the annual overview paper QAAS provides to SFC.

Detailed guidance

4   **Context** - because the Follow-up reports will appear on the QAA website, brief context-setting material will be provided by QAAS. QAA will not publish additional appendices or commentaries. The Follow-up reports should, therefore, be standalone documents, in the same way as ELIR Outcome and Technical reports.

5   **Length** - as a guide for institutions, to promote consistency, and to help ensure that the responses are useful and accessible to a wider public audience, the Follow-up reports should have a maximum length of around eight sides of A4.

6   **Student engagement** - to promote the partnership between institutions and their student association, students should be involved in preparing the Follow-up reports. There is flexibility in the precise method of doing this to fit institutional culture.

7   **Governing body endorsement** - the ELIR Follow-up report requires endorsement by the institution's governing body in advance of publication on the QAA website. By negotiation, an earlier version (not yet formally approved by the governing body) may be submitted to QAA in order to meet the year-on submission date.

8   **Timescale** - institutions should submit their Follow-up report to QAAS one year after the publication of their ELIR Outcome and Technical reports. The Follow-up report will be published on the QAA website within 18 months of the publication of the ELIR reports.

Support from QAA

9   QAAS officers will provide advice to institutions on the scope and content of their ELIR Follow-up reports, including commenting on a draft version. The final text of the Follow-up report will not be subject to detailed editing by QAA prior to publication.

10   Building on previous practice, the Follow-up report will be explored through the ELIR annual discussion process. There will continue to be flexibility around the scheduling of the annual discussions to fit diaries and institutional preferences; for example, in some instances it will be preferred to share a draft Follow-up report at an early annual discussion, while other institutions will wish to hold their annual discussion after submission of the final version.