The British University in Dubai QAA International Quality Review 2022: Action Plan

No	Recommendations	Action being taken	Action by	Timeline/Expected completion
1	To further strengthen the existing capacity and resource within the University for subject specialists to develop pedagogically enhanced programmes across a range of modes of delivery	The University has recently recruited six new academic staff. One joint appointment has been made with the University of Edinburgh in the Faculty of Engineering and IT in the field of Cyber Security; the member of staff commenced teaching in April 2022. Three academic staff in the field of business and two academic staff in the field of law will be joining the Faculty of Business and Law from September 2022. In addition, the University plans to recruit one member of staff in the Faculty of Education and one in the field of Sustainability in the Faculty of Engineering to start in January 2023.	Programme team/HR/Executive Office	31 January 2023
		BUiD has already begun work towards moving to a larger, self-contained campus with up-to-date facilities. This will allow for the development and improvement of the delivery of both new and existing programmes.	Executive Office/University Council	6 months to 3 years (dependant on whether the new campus will be rented or built)
2	To further develop and expand careers support and guidance for both existing students and alumni	The University through the BUiD **A**ccomplishment and **C**areer **E**xcellence (B.ACE) centre will expand the current provision to include the following for both students and alumni:	Marketing, Admissions, and Student Services (MASS)	(i) End of September 2022 (ii) To be implemented biannually from AY22/23 (iii) To be implemented from AY22/23

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		(i) Adding a careers section to BUiD's website (ii) Organising biannual career fairs (iii) Individual counselling: one-to-one sessions offered to help students in creating and implementing their own career plans (iv) Career workshops: 3-4 workshops throughout the academic year. Some of the proposed topics to include: • *Effective resume writing/cover letters* • *Interview tips and advice* • *Job search techniques and strategies* • *Building a LinkedIn profile* • *Work ethics* • *Time management* • *Understanding the job market* • *Human Relations in organisations (for PG and alumni)* • *Effective interpersonal communication at the workplace (PG and alumni)* (v) Ambassador Programme: alumni • Alumni can provide workshops or sessions to UG students • Invitations to business events and networking activities • Invitation of alumni who are working in managerial positions as guest speakers and to provide feedback on student's CVs, LinkedIn profiles and make connections with companies and individuals in their fields		(iv) To be implemented from AY22/23 (v) To be implemented from AY22/23

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3	To consolidate the University's existing guidance and expertise in addressing diversity and equality, and to extend this expertise more broadly across faculties	(i) Integrate the University's commitment to diversity and equity in faculty orientation (ii) Revising the membership of the Equality and Diversity Committee to include the following: one academic staff member from each Faculty; one administrative staff member; at least one student. The activities of the Committee will include but are not limited to: • annually reviewing policies that relate to equity and diversity and making recommendations for change and implementation where appropriate. • creating awareness campaign for all staff and students • arranging one workshop/event each year	Human Resources/Equality and Diversity Committee	To be implemented from AY22/23
4	To review in partnership with student representatives the discharge of their role and responsibilities, and the pathways to further enhance student engagement and involvement	(i) The University will refine the way we elect the student representatives to ensure that they represent the views of their wider peer group (ii) MASS and OQIE will keep a record of all student representatives' names and contact information, which will also be made available to the student body through the virtual learning environment and any other suitable medium (iii) The OQIE will conduct an annual induction/training session for all student representatives (iv) A Student Representative Evaluation Survey to be conducted annually to obtain feedback from student representatives about training and support provided for their role	MASS/OQIE	To be implemented from AY22/23

No	Good Practice	Action to be taken	Action by
1	The establishment, maintenance and effective operation of a dedicated Office (Office for Quality and Institutional Effectiveness) with responsibility for quality assurance, extended to incorporate managing the quality systems and closing the loop in processes such as the assessment of teaching	We will continue to enhance this area of good practice	OQIE
2	The formation and operation of a stakeholder Advisory Board with a focused strategic, operational and advisory remit	We will continue to review our advisory group process with a view to refining it further and enhancing engagement with employers	MASS
3	The establishment and maintenance of a Doctoral Training Centre to further enhance institutional research and scholarship priorities and support all students and staff	We will continue to extend the range of training and support provided for students and staff by the Doctoral Training Centre	Doctoral Training Centre
4	The focus on learner independence, equity and inclusion for 'students of determination' (those with additional needs	We will continue to support learners especially those with additional needs	Academic staff with support from other departments
5	The submission of model and/or indicative answers for assessment by the external examiner along with assessment briefs and rubrics, as part of the assessment process	External Examiner feedback is highly valued and we will continue the practice of sharing assessment documents with the external examiners	Heads of Programme
6	The introduction of a bespoke feature on the student intranet, allowing enquiries and requests to be tracked in real time by both University staff and individual students	We will continue to enhance this area of good practice	MASS