**DIVISIONAL REVIEW – ACTION PLAN REPORT**

|  |  |
| --- | --- |
| Divisional Review of: |  |
| Review date: |  |
| Review Coordinator: |  |
| Date report and action plan received by UPARC: |  |
| Date Action Plan last updated: |  |
| Date Action Plan progress reported to UPARC: |  |
| Web address for report: |  |

 **OVERALL COMMENTS FROM THE DIVISIONAL HEAD:**

**[INSERT]**

**ACTIONS TAKEN AS A RESULT OF RECOMMENDATIONS IN REVIEW REPORT**

**NOTE: Please include reference to the relevant paragraph within the review report for the purposes of providing some background / context to the actions. This will be particularly helpful for UPARC when they consider the action plan and its progress.**

***Section 1: The Review Panel recommended to the Division the following:***

|  |
| --- |
| **THEME (e.g. Partnership Working) Reference: action 1.2.2, 1.3.2…etc**  |
| * 1. **[INSERT RECOMMENDATION FROM REVIEW REPORT]**

**[INSERT CONTEXT FROM REVIEW REPORT THAT RELATES TO THIS RECOMMENDATION]** |
| **Action:** **Date of implementation:** **Status /progress to date:** **Lead:**  |
| **1.2**  |
| **Action:** **Date of implementation:** **Status /progress to date:** **Lead:**  |
| **1.3**  |
| **Action:** **Date of implementation:** **Status /progress to date:** **Lead:** |
| **1.4**  |
| **Action:** **Date of implementation:** **Status /progress to date:** **Lead:** |
| **1.5** |
| **Action:** **Date of implementation:** **Status /progress to date:** **Lead:** |
| **Comments from the Division** |

***Section 2: The Review Panel recommended to the Registrar the following:***

|  |
| --- |
| **THEME (e.g. Communication) Reference: action 1.2.2, 1.3.2…etc**  |
| **2.1 [INSERT RECOMMENDATION FROM REVIEW REPORT]****[INSERT CONTEXT FROM REVIEW REPORT THAT RELATES TO THIS RECOMMENDATION]** |
| **Action:** **Date of implementation:** **Status /progress to date:** **Lead:** |
| **2.2** |
| **Action:** **Date of implementation:** **Status /progress to date:** **Lead:** |
| **2.3**  |
| **Action:** **Date of implementation:** **Status /progress to date:** **Lead:** |
| **2.4**  |
| **Action:** **Date of implementation:** **Status /progress to date:** **Lead:** |
| **Comments from the Registrar** |

***Section 3: The Review Panel recommended to the University the following:***

|  |
| --- |
| **THEME (e.g. IT) Reference: action 1.2.2, 1.3.2…etc**  |
| **NAME OF DIVISION/UNIT/OFFICE****3.1** |
| **Action:** **Date of implementation:** **Status /progress to date:** **Lead:** |
| **NAME OF DIVISION/UNIT/OFFICE****3.2** |
| **Action:** **Date of implementation:** **Status /progress to date:** **Lead:** |
| **NAME OF DIVISION/UNIT/OFFICE****3.3** |
| **Action:** **Date of implementation:** **Status /progress to date:** **Lead:** |
| **NAME OF DIVISION/UNIT/OFFICE****3.4** |
| **Action:** **Date of implementation:** **Status /progress to date:** **Lead:** |