

June 2026, QAA Action Plan

Recommendation/ good practice	Action	Lead	Evidence/ success indicators	Date to complete
Review and revise the language of the attendance policy in the Academic Handbook to ensure it is clear, accessible, and student-centred	Following consultation with staff and students, implement revised wording in handbooks and orientation material	Director of Academic Affairs	Focus group with students in the design stage will be minuted Revised Academic Handbook will be shared with students, staff and School of Record. Student Academic Representatives will be asked for their responses in a minuted meeting, with further revisions undertaken as needed.	First focus group: June 2026 Revisions made: July 2026 New handbook published: September 2026 Student consultation: October 2026
Develop enhanced, student-friendly guidance within the Student Services Handbook to support students in understanding how to access and use their medical insurance effectively	Information is currently provided in the student handbook, the AIFS app and at the mandatory predeparture and in person orientations. An extra session will be offered after arrival to review these materials. Focus groups take place in summer with students to review understanding of medical provision and insurance.	London Director	Focus group in Fall Semester to ensure that this information is not only accessible in multiple locations but is also understood.	Fall 2026 orientations and mid- semester focus groups
Explore additional ways of communicating with students through the AIFS Abroad app	Continue to build out content in the AIFS Abroad app, importing information which would previously have been communicated by email	London Director	Use Student Ambassadors to evaluate uptake and reception of app content Analyse user engagement patterns via analytics	October 2026 December 2026
Strengthen processes for monitoring the implementation of agreed reasonable adjustments by faculty to ensure consistency and effectiveness in supporting students.	Standardize the support plan template to include clear recording of assessment dates where reasonable adjustments apply and a date for review of support plan implementation.	Director of Academic Affairs	Completed examples of the revised support plan template demonstrating consistent recording and monitoring of reasonable adjustments	August 2026, in time for new Fall semester

Enhance the clarity and consistency of assignment briefs to ensure students have a clear and shared understanding of assessment requirements and expectations.	Introduce a standardized assignment brief template and accompanying staff guidance to promote clarity and consistency across courses.	Director of Academic Affairs	Draft of new assignment brief template will be circulated to staff Faculty Workshop will ask faculty for feedback on the new template New template and examples of standardized assignments to be submitted as part of documentation for next QAA cycle	September 2026 October 2026 December 2026
Strengthen the promotion and visibility of volunteering opportunities to increase student awareness, engagement, and opportunities for personal development.	Enhance promotion of volunteering opportunities through targeted communication in Handbook and Orientation, also utilizing the AIFS Abroad App.	Director of Academic Affairs and Head of Student Services	Examples of targeted communications. Increased levels of student participation in volunteering opportunities. Focus group with active volunteers to see how to further enhance opportunities available.	Fall 2026 orientations (Sept 2026) Review May 2027 February 2027
Good Practice				
The ongoing development of clear and accessible guidance on the use of artificial intelligence (AI) to support student learning and academic integrity.	Introduce an AI use declaration for student submissions Implement a “traffic light” system in assignment briefs clarifying permitted AI use Provide ongoing faculty training on AI developments and implications Review assessment design through the School of Record 5-Year review process to ensure fitness for purpose Ensure that Academic Offices implement and adhere to the company-wide AI policy upon its rollout	Director of Academic Affairs	AI declaration implemented in submission process (Canvas examples) Assignment briefs evidencing “traffic light” approach Slides from faculty workshops will be shared as part of supporting documents for QAA review Write up of 5-Year Review demonstrating assessment updates New company-wide AI policy to be included in next QAA review supporting documents	September 2026 September 2026 October 2026 November 2026 December 2026
Experiential learning strongly aligned with learning outcomes	Use the 5-Year Review process to update the School of Record on changes to experiential learning and confirm continued alignment with learning outcomes.	Director of Academic Affairs	Examples of 5-Year Review submission and School of Record response	September 2026

	Schedule more teaching observations of experiential learning using an adapted template.		Write up of an experiential observation including new template.	July 2026
Further integrate operations and communications between the academic office and student life team	Further embed end-of-session review meetings between Academic and Student Life teams to ensure cross-departmental	London Director	Continue to archive meeting minutes which systematically review past actions and plan next steps.	December 2026
	Broaden access to the Student Support Tracking Form to improve communications between individuals across programs and departments		Include version of Excel sheet which draws from Tracking Form in next QAA Review	December 2026
Continue to support staff in engaging with current inclusive practices, reflecting our commitment to ensuring every student can succeed on our programmes	AIFS Abroad offers regular training to our staff on supporting students and visiting faculty on our programmes. Training is offered internally and using external trainers, opportunities to attend conferences and share resources and best practice.	Senior Vice President	Submission of a staff training registry spreadsheet as part of the next QAA review cycle. Certificates relating to recent inclusion and mental health first aid training.	December 2026