

INCLUSIVE STUDENT ENGAGEMENT ACTION PLAN (Professional Higher Education Institutions)



ANALYSIS *Take the results of the institution's staff and students, compare them and underline the headlines. Plan for actions to take that can improve the identified areas of (relative) weakness*

CHOOSE THE CATEGORY *Choose a category to focus on*

- **Governance & Management**
- **Quality assurance and Enhancement**
- **Well-being and participation**
- **Teaching and learning**
- **Access**

TARGET *Set the target considering SMART (specific, measurable, achievable, relevant, timely) objectives*

RESPONSIBILITY & SUPPORT *Who is responsible and who should be involved? E.g.*

- **Teaching staff**
- **Programme leaders**
- **Administrative and support staff**
- **Students in general**
- **Students' association**
- **Non-traditional students**
- **External stakeholders** (organisations, agencies, non-traditional students' associations...)

ACTIONS *List the actions to be taken to achieve the objectives*

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Prioritise them and choose the top four/five and fill in the tables below for those Categories that are relevant to you



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Category I: Governance & Management

	Action 1	Action 2	Action 3	Action 4
WHAT (Description of Action)				
WHERE (Within the HE institution as a whole, relevant policies, structures, etc)				
HOW (Required sub-activities & Milestones)				
WHO RESPONSIBLE (e.g. Leadership, specific persons, etc)				
WHO INVOLVED (e.g. student representatives, associations, non-traditional students))				
REQUIRED RESOURCES (funding, human resources, other)				
INDICATORS OF SUCCESS (how do we know if the action is accomplished?)				
RISKS & MITIGATING MEASURES (what could prevent or hinder implementation?)				



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Category II: Quality Assurance & Enhancement

	Action 1	Action 2	Action 3	Action 4
WHAT (Description of Action)				
WHERE (Within the HE institution as a whole, relevant policies, structures, etc)				
HOW (Required sub-activities & Milestones)				
WHO RESPONSIBLE (e.g. Leadership, specific persons, etc)				
WHO INVOLVED (e.g. student representatives, associations, non-traditional students))				
REQUIRED RESOURCES (funding, human resources, other)				
INDICATORS OF SUCCESS (how do we know if the action is accomplished?)				
RISKS & MITIGATING MEASURES (what could prevent or hinder implementation?)				



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Category III: Well-being & Participation

	Action 1	Action 2	Action 3	Action 4
WHAT (Description of Action)				
WHERE (Within the HE institution as a whole, relevant policies, structures, etc)				
HOW (Required sub-activities & Milestones)				
WHO RESPONSIBLE (e.g. Leadership, specific persons, etc)				
WHO INVOLVED (e.g. student representatives, associations, non-traditional students))				
REQUIRED RESOURCES (funding, human resources, other)				
INDICATORS OF SUCCESS (how do we know if the action is accomplished?)				
RISKS & MITIGATING MEASURES (what could prevent or hinder implementation?)				



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Category IV: Teaching & Learning

	Action 1	Action 2	Action 3	Action 4
WHAT (Description of Action)				
WHERE (Within the HE institution as a whole, relevant policies, structures, etc)				
HOW (Required sub-activities & Milestones)				
WHO RESPONSIBLE (e.g. Leadership, specific persons, etc)				
WHO INVOLVED (e.g. student representatives, associations, non-traditional students))				
REQUIRED RESOURCES (funding, human resources, other)				
INDICATORS OF SUCCESS (how do we know if the action is accomplished?)				
RISKS & MITIGATING MEASURES (what could prevent or hinder implementation?)				



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Category V: Access

	Action 1	Action 2	Action 3	Action 4
WHAT (Description of Action)				
WHERE (Within the HE institution as a whole, relevant policies, structures, etc)				
HOW (Required sub-activities & Milestones)				
WHO RESPONSIBLE (e.g. Leadership, specific persons, etc)				
WHO INVOLVED (e.g. student representatives, associations, non-traditional students))				
REQUIRED RESOURCES (funding, human resources, other)				
INDICATORS OF SUCCESS (how do we know if the action is accomplished?)				
RISKS & MITIGATING MEASURES (what could prevent or hinder implementation?)				



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