# Annual Subject Action Planning 2024/25

**Taught provision in 2023/24**

# Template for Faculty Science and Engineering Summaries

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| **Faculty Summary of Action Plans for 2023/24** |

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| **Reports’ status** | | | | |
| Please indicate below the status of reports from each reporting unit:   * Received * Pending – the report has been received, but returned to the reporting unit for revision, further clarification, further action * Outstanding – the report has not been received * Feedback – indicate whether feedback from the Faculty has been provided to the reporting unit | | | | |
| **Reporting unit** | **Received** | **Pending** | **Outstanding** | **Feedback** |
| Computer Science | Yes  No | Yes  No | Yes  No | Yes  No |
| Electrical Engineering and Electronics | Yes  No | Yes  No | Yes  No | Yes  No |
| Aerospace Engineering | Yes  No | Yes  No | Yes  No | Yes  No |
| Civil Engineering | Yes  No | Yes  No | Yes  No | Yes  No |
| Materials Design and Manufacturing Engineering | Yes  No | Yes  No | Yes  No | Yes  No |
| Mechanical Engineering | Yes  No | Yes  No | Yes  No | Yes  No |
| Earth, Ocean and Ecological Sciences | Yes  No | Yes  No | Yes  No | Yes  No |
| Geography and Planning | Yes  No | Yes  No | Yes  No | Yes  No |
| Chemistry | Yes  No | Yes  No | Yes  No | Yes  No |
| Mathematical Sciences | Yes  No | Yes  No | Yes  No | Yes  No |
| Physics | Yes  No | Yes  No | Yes  No | Yes  No |
| **Comments** (add brief comments below to provide context for reports’ status or feedback, as necessary). | | | | |

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| **External Examiner reports** | | |
| Indicate below:   * whether External Examiners have affirmed the academic standards for each reporting unit; * that each reporting unit has responded to all External Examiner reports. | | |
| **Reporting unit** | **Academic standards affirmed** | **Report responses sent** |
| Computer Science | Yes  No | Yes  No |
| Electrical Engineering and Electronics | Yes  No | Yes  No |
| Aerospace Engineering | Yes  No | Yes  No |
| Civil Engineering | Yes  No | Yes  No |
| Materials Design and Manufacturing Engineering | Yes  No | Yes  No |
| Mechanical Engineering | Yes  No | Yes  No |
| Earth, Ocean and Ecological Sciences | Yes  No | Yes  No |
| Geography and Planning | Yes  No | Yes  No |
| Chemistry | Yes  No | Yes  No |
| Mathematical Sciences | Yes  No | Yes  No |
| Physics | Yes  No | Yes  No |
| Where ‘No’ has been ticked regarding the affirmation of academic standards, please provide a short summary below of the action taken or being taken: | | |
| Any other comments: | | |

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| **Faculty/University actions from this year’s reports** | | | |
| Indicate below:   * The action being taken, including the objective to be achieved *e.g. provide training for conducting online assessments* * Source – enter the reporting unit(s) who have raised the action. * Responsibility – enter the committee, department(s), office(s) or person, at Faculty or University level, responsible for the action. * Timescale – enter the timescale by which the objective of the action should be achieved | | | |
| **Action and objective** | **Source** | **Responsibility** | **Timescale** |
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| **Faculty/University actions from previous ASAP reports** | | | |
| Indicate below:   * The action and objective, and progress – enter the original action and objective, then a summary of progress. * ASAP report – enter the year of the ASAP report from which the action originated, e.g. Computer Science 2023/24 would indicate an action raised in last year’s report from Computer Science. * Responsibility - enter the committee, department(s), office(s) or person, at Faculty or University level[[1]](#footnote-1), responsible for the action. * Timescales (old/new) – enter the original timescale for completing the action and, if this has passed, the new timescale for completion. | | | |
| **Action, objective, and progress** | **ASAP report** | **Responsibility** | **Timescales (old/new)** |
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| **Best practice and innovation** | |
| Summarise examples of best practice and innovation identified in this year’s reports:   * A summary of best practice or innovation that has been identified in this year’s reports * Source – enter the reporting unit(s) that has reported the best practice or innovation. | |
| **Best practice/innovation** | **Source** |
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| **Equality, diversity and inclusivity** |
| A. Do the reports indicate compliance with the University’s Diversity & Equality of Opportunity Policy?  Yes (all areas have confirmed compliance, or no issues identified)  No (areas of non-compliance have been reported) |
| B. Do the reports indicate how programmes are contributing to achieving the University’s Access and Participation Plan?  Yes  No |
| **Comments:** *(please use this section, particularly if you have ticked ‘No’ in A and/or B above)* |
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| **Additional comments** |
| Please use this section to provide context or further explanation on any of the actions or points recorded above, or to highlight particular matters for AQSC to note. |
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1. Some actions will fall outside the remit of AQSC, e.g. timetabling, or facilities, in which case the Faculty will need to liaise separately with the relevant University department and feedback accordingly to reporting units. [↑](#footnote-ref-1)