

PARTNER INSTITUTION RESPONSE TO INSTITUTIONAL REVIEW

1. Following the institutional review event a summary of the draft commendations, conditions and recommendations will be issued to the partner institution, usually within one week of the event. This summary will also confirm the deadline for the partner institution to provide a response to the conditions and recommendations. This will be followed by a full report outlining the areas discussed by the panel and the outcomes and will be accompanied by an action plan.
2. The partner institution is required to update the action plan and provide a formal response to the institutional report, by the agreed deadlines, evidencing how specific conditions have been met and addressing any recommendations that were made.
3. This response including the updated action plan is submitted to the Partnerships Team at the University of Essex for approval by the Chair of the panel and submitted to the University's Partnerships Education Committee which monitors the response and makes a recommendation to Senate for approval when the conditions have been met and the recommendations have been addressed.
4. The formal response from the partner institution should include:
 - amended documents (using tracked changes to highlight any amendments);
 - a brief summary of how each condition has been met with reference to the amended documents;
 - how each recommendation has been considered and any action that will be taken;
 - an updated action plan;
 - any other appropriate evidence.
5. Any revisions and amendments to the documentation should be mapped and cross-referenced to the new documentation.
6. When the Chair of the institutional review panel is satisfied that all conditions have been met and that all recommendations have been responded to appropriately and approval has been granted by the University's Senate, the institution is re-approved as a partner of the University of Essex for a defined period of time, normally for five years.