Action plan template

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| This action plan template is provided to assist you with preparing your submission prior to the opening of the online submission platform. Length of responses to sections will be limited as set out in the [published action plan guidance](https://www.keconcordat.ac.uk/documents/). While there are word or character limits that must be observed, there is no expectation for higher education providers to reach these limits and evaluators will not evaluate action plans based on their length. The action plan must represent the scale of knowledge exchange at your institution and should not exceed **500 words** per principle.

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| **Name of higher education provider** |  |

**Please tick the box below to confirm that this action plan has been approved for submission to the evaluation panel by the head of the higher education provider:**[ ] I confirm that this action plan has been approved for submission.**Name** |

Section 1: Summary of institutional strategic objectives for knowledge exchange

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| Please summarise your institutional strategic objectives for knowledge exchange.You may provide links to the full strategy for the evaluators to refer to during the evaluation process. However, please note that evaluators are not obliged to read any listed further reading, so the summary should be a standalone, coherent statement.You may also refer to your KEF institutional context narrative (due October 2020) or HEIF accountability statement and strategic objective narrative (due February 2021), if applicable.**Word limit: 500**  |

Section 2: Self-evaluation summary (including gap analysis)

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| Before completing this section, please refer to the published guidance on how to carry out a self-evaluation.**Word limit: 1000** |

Section 3: Action plan

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| KE concordat principle | To what extent does your higher education provider meet this principle (e.g. on a scale of 1-4, where 1 is ‘not at all’ and 4 is ‘entirely’)? | Where gaps have been identified in the self-evaluation exercise, please provide details of your improvement plan for meeting the requirements of this principle. Please indicate the resources to support the plan. | Please identify the top five priority actions for your higher education provider.These five priority actions should be taken across the eight principles (five in total). | Please provide examples of innovative practices that demonstrate how your higher education provider meets this principle.We welcome at least one example for each principle, with five as a maximum per principle. | What timescales are needed for your higher education provider to implement the relevant improvements (e.g. 0–6months, 6–12 months, 12-18 months, 18-24 months, 24+ months)? | Who are responsible for the top five priority actions for your higher education provider? (Please give positions and departments.) |
| 1. Clarity of mission
 |  |  |  |  |  |  |
| 1. Policies and processes
 |  |  |  |  |  |  |
| 1. Engagement
 |  |  |  |  |  |  |
| 1. Working transparently and ethically
 |  |  |  |  |  |  |
| 1. Capacity building
 |  |  |  |  |  |  |
| 1. Recognition and rewards
 |  |  |  |  |  |  |
| 1. Continuous improvement
 |  |  |  |  |  |  |
| 1. Evaluating success
 |  |  |  |  |  |  |