**[Name of the institution]**

**Name of the institution:**

**Representatives of the institution in charge of the Follow-up Procedure:**

**Date of the follow-up site visit (if appropriate):**

**Name of the reviewer(s) in charge of the Follow-up Procedure:**

# Introduction

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| --- |
|  |

# Key data on the [name of the institution]

|  |  |
| --- | --- |
| **Name of the institution** |  |
| **Legal status** |  |
| **Date of creation** |  |
| **Website address** |  |
| **Departments** |  |
| **Programmes offered** |  |
| **Number of students** |  |
| **Number of teachers** |  |

# Recommendations listed by the MusiQuE Review Team

The template consists of the following three sections per Standard:

The issues pointed out by the Review Team as elements to be developed/ further developed are listed in the first section (**Recommendations / Suggestions**)

The second section, initially empty, is to be filled in by the institution with short reports of the actions undertaken for each element of improvement (and, if applicable, each recommendation) announced by the Review Team. In cases where the institution has not followed one or more recommendations, the reasons for this will need to be explained in this column. (**Description of the actions undertaken and progress achieved)**

The third section, initially empty will include the comments of the reviewer(s) in charge of the Follow-up Procedure on the reports drafted by the institution in the second column. (**Reviewer’s conclusions)**

## Standard 1.1 *The institutional mission, vision, values, and goals are clearly stated and relevant to the national and legal context in which the institution operates. They are effectively implemented through coherent institutional strategies and policies.*

**Recommendation (I):**

**Description of the actions undertaken and progress achieved (I):**

**Reviewer’s conclusions (I):**

## Standard 1.2 *The educational goals of the institution are clearly stated and achieved through the structure and content of its education policy and the study programmes.*

**Recommendation (I):**

**Description of the actions undertaken and progress achieved (I):**

**Reviewer’s conclusions (I):**

## Standard 1.3 *The decision-making processes are clear, transparent and effective. The institution has an appropriate organisational structure, including a relevant representation of institutional stakeholders (students, teaching staff, support staff, representatives of the music profession and related artistic domains). There are effective mechanisms in place to involve institutional stakeholders in policy and programme design, and decision making processes.*

## Recommendation (I):

## Description of the actions undertaken and progress achieved (I):

## Reviewer’s conclusions (I):

## Standard 2.1 *The institution has a clear, coherent, and inclusive admission policy in place to establish artistic/academic suitability of incoming students. The institution ensures that its programmes are delivered in a way that enable students to take an active role in creating the learning process and to engage in critical-reflection throughout their studies. The achievement of intended learning outcomes is facilitated through an appropriate and effective blend of teaching and learning styles and pedagogies. The programmes and their methods of delivery are adequately catered by staff and support services.*

**Recommendation (I):**

**Description of the actions undertaken and progress achieved (I):**

**Reviewer’s conclusions (I):**

## Standard 2.2 *The institution has effective processes in place to formally monitor and act on information on student progression. Assessment policies are clearly communicated and consistently implemented across all programmes. There is a coherent policy and a functional complaints and appeals system in place.*

**Recommendation (I):**

**Description of the actions undertaken and progress achieved (I):**

**Reviewer’s conclusions (I):**

## Standard 2.3 *The institution has effective mechanisms in place to ensure that students acquire the necessary skills that facilitate their transition towards a professional life in the music and related artistic domains. The institution has processes in place to formally and effectively monitor students' subsequent employability and professional achievement. The information thus collected is efficiently used to maintain an active link with the music / artistic profession, and to further develop the programmes and institutional policies.*

## Recommendation (I):

**Description of the actions undertaken and progress achieved (I):**

**Reviewer’s conclusions (I):**

## Standard 3.1 *The institution has processes in place to ensure that members of the teaching staff[[1]](#footnote-1) are qualified for their role and are active as artists/pedagogues/ researchers. The size and composition of the teaching body are sufficient and appropriate to effectively deliver the study programmes. There are policies in place for continuing professional development of teaching staff.*

**Recommendation (I):**

**Description of the actions undertaken and progress achieved (I):**

**Reviewer’s conclusions (I):**

## Standard 4.1 *The institution offers a range of opportunities for students and staff to gain international perspectives and experiences.*

**Recommendation (I):**

**Description of the actions undertaken and progress achieved (I):**

**Reviewer’s conclusions (I):**

## Standard 4.2 *Institutional policies and strategies are in place for an active social engagement. The institution promotes continued development and maintenance of links with the music profession and the wider artistic, cultural, educational, and other relevant sectors within society.*

**Recommendation (I):**

**Description of the actions undertaken and progress achieved (I):**

**Reviewer’s conclusions (I):**

## Standard 5.1 *The institution has means and resources to enable a successful delivery of the study programmes, to support its institutional missions and policies, and to secure its sustainable development.*

**Recommendation (I):**

**Description of the actions undertaken and progress achieved (I):**

**Reviewer’s conclusions (I):**

## Standard 5.2 *The institution provides effective support for all students and staff to preserve and improve their mental and physical wellbeing, and ensures a safe learning and working environment.*

**Recommendation (I):**

**Description of the actions undertaken and progress achieved (I):**

**Reviewer’s conclusions (I):**

## Standard 6.1 *Effective mechanisms are in place for internal communication within the institution. Information provided to the public about the institution is clear, consistent, regular and accurate.*

**Recommendation (I):**

**Description of the actions undertaken and progress achieved (I):**

**Reviewer’s conclusions (I):**

## Standard 7.1 *The institution builds an environment where internal and external feedback is sought and connected, and where staff and students are actively involved in an ongoing dialogue about the quality of education and of institutional strategies and policies. The institution is thus enabled to ensure the quality of its educational programmes and to work towards an all-embracing quality culture.*

**Recommendation (I):**

**Description of the actions undertaken and progress achieved (I):**

**Reviewer’s conclusions (I):**

1. The standard and related questions refer to all teaching staff regardless of their types of contracts – permanent, temporary, associate, etc. [↑](#footnote-ref-1)