| **[Fakultet/Institution/centrumbildning]**  | **QUALITY REPOrTDEPARTMENT** SLU ID: SLU.[Skriv numret här]  |
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Quality report on research and environmental monitoring and analysis

## Department: [name of department]

Updated by: [date]

The quality report is based on the situation analysis that the department has conducted. The quality report fulfills two functions: 1) as a basis for the annual quality dialogue between the department and the faculty management, and 2) as documentation of the quality assurance work.

The quality report consists of two parts:

**A. Situation analysis** *(to be completed in 2022)*
Here the department must:

* briefly describe how the situation analysis was carried out (A 1)
* provide a summary of the situation analysis for each quality area (A 2)
* describe the most important development measures planned at the department (A 3), as well as
* give suggestions for points of discussion to bring up in the quality dialogue with the faculty management (A 4).

**B. Follow-up of development measures** *(to be completed in 2023, 2024 and 2025)*
Prior to the annual quality dialogue with the faculty management, the quality report must be updated with information on how the implementation of measures is progressing.

Please submit the report to kvalitetsakring-forskning@slu.se. The planning division will annually announce the deadline for submission according to each faculty.

The quality report will be registered by the planning division.

**Supporting documents:** 'Instructions for systematic quality assurance of research and environmental monitoring and analysis at SLU' and 'Dialogue tool for the department's situation analysis' on [SLU’s staff website](https://internt.slu.se/Organisation-och-styrning/kvalitetssakring-forskning-miljoanalys/styrdokument/).

# A. Situation analysis (2022)

## A 1. Desciption of the working method

[Describe briefly the department’s approach to conducting the situation analysis and compiling the quality report, and in what way the staff has been involved in this process. (max ca 05 A4]

A 2. Summary of the situation analysis

For each quality area, the department must summarize its current situation analysis, i.e. their assessment of how well the standard for the area is met. The description can include both things that work well, and things that work less well. However, the emphasis should be on reasoning about processes and conditions where there is a need for development and improvement.

In the dialogue tool, which is an aid for the current situation analysis, standards and sub-standards are listed for each quality area.

**Quality Area 1. Skills supply and skills development**

[description (ca. 0,5-1 A4 page).]

**Quality area 2. Development and renewal**

[description (ca. 0,5-1 A4 page).]

**Quality area 3. Infrastructure**

[description (ca. 0,5-1 A4 page).]

**Quality area 4. External collaboration and mutual learning**

[description (ca. 0,5-1 A4 page).]

**Quality area 5. Good research practice**

[description (ca. 0,5-1 A4 page).]

## A 3. Planned development measures at the department

Based on the situation analysis, describe measures that are considered most important for developing and improving the conditions for quality in research and EMA over the next three years.

Each measure can apply to an individual quality area or span several areas. Under the heading *Background and purpose*, state the justification and the expected outcome for each measure.

|  |  |  |
| --- | --- | --- |
| **No** | **Development measure** | **Background and purpose** |
| 1 |   |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

 *(If necessary, add more lines to the table.)*

The department has the option, if necessary, to revise the quality report after the quality dialogue with the faculty management (submit the updated version to kvalitetssakring-forskning@slu.se).

## A 4. Suggestions for items to be discussed with the faculty management

Describe questions and challenges that the department wants to address during the quality dialogue with the faculty management on how the conditions for high quality can be strengthened.

|  |
| --- |
| **Questions/challenges** |
|  |
|  |
|  |

 *(If necessary, add more lines to the table.)*

## A 5. Other comments

[Any suggestions or opinions regarding the quality assurance process or overall reflections that do not fit above.]

#  Follow-up of development measures

*In preparation for the annual quality dialogues in 2024, 2025 and 2026*, the department must describe the state of implementation for each measure presented in Table A 3, as well as what changes the work has led to. Factors affecting the implementation and/or impact of the measures should also be described.

*N.B. Please copy the table below for each measure in Table A 3!*

|  |  |
| --- | --- |
| **Development measure no. …. Heading: ….**  | **Implementation state** *Select status* |
| **2024**: |
| **2025**: |
| **2026**: |

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##  Update of the situation analysis

This section is only to be completed if significant changes have occurred since 2022, prompting new measures.

**[**Update of situation analysis]

**[**Date of completion]