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**Timetable**

**Quality Peer Review Group Visit**

**ADD AREA/UNIT NAME**

**ADD DATES FOR REVIEW**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Peer Review Group (PRG) Activity/Meeting** | **Venue** | **Attendees** |
| **WEDNESDAY** | | | |
| 10:00 | **Arrival of PRG Members, coffee on arrival** | BASE ROOM |  |
| 10:00-11:00 | **Briefing with the Director of Quality and Institutional Insights**  *Guidelines provided to assist the PRG during the visit and in developing its report* |  |  |
| 11:00-12:30 | **PRG Private Meeting Time**  *Selection of Chairperson, Review of initial impressions document, identification of key areas of interest, assignment of tasks and responsibilities* |  |  |
| 12:30-13:30 | **PRG Lunch and Private Meeting Time** |  |  |
| 13:30-14:30 | **Meeting with the Area Head and Quality Review Committee**  *Opening presentation by the Area Head followed by a discussion on the quality review process* |  |  |
| 14:30-14:45 | **PRG private discussion time** |  |  |
| 14:45-15:30 | **Meeting with students**  *To include a mix of qualification type, programme of study, gender, nationality, etc. where appropriate* |  |  |
| 15:30-16:30 | **Meeting with Area Management Team** |  |  |
| 16:30-17:30 | **PRG private discussion time** |  |  |
| 19:00 | **Dinner in hotel** |  |  |
| **THURSDAY** | | | |
| 09:00-09:30 | **PRG Assemble/ Private Meeting Time** |  |  |
| 09:30-10:15 | **Area Staff- Meeting 1** |  |  |
| 10:15-11:00 | **Area Staff- Meeting 2** |  |  |
| 11:00-11:30 | **PRG Coffee/ Private Meeting Time** |  |  |
| 11:30-12:15 | **Area Staff- Meeting 3** |  |  |
| 12:15-13:00 | **Meeting with key academic Staff**  *Key staff from other university departments where the area under review has significant cooperation* |  |  |
| 13:00-14:00 | **Lunch / PRG Private Time** |  |  |
| 14:00-14:30 | **Tour of facilities and campus** |  |  |
| 14:30-15:15 | **Meeting with Relevant central support units**  *Senior Representatives* |  |  |
| 15:15-16:00 | **Staff Open Session**  Area staff are invited to meet the PRG individually or in small groups. The purpose of this session is to create a space for:   * Staff members not involved in other sessions to meet the PRG to discuss an important topic * Staff members to meet with the PRG again to give more time to a topic not sufficiently covered in an earlier session * Staff members to meet the PRG privately to raise something that could not be discussed in an earlier session |  |  |
| 16:00-16:30 | **PRG Private Meeting Time** |  |  |
| 16:30-17:15 | **Meeting with External Stakeholders**  (e.g. alumni, employers, collaborators, suppliers, linked colleges, members of governing authority) if appropriate |  |  |
| 17:15-18:15 | **Meeting with Area Head** |  |  |
| 19:30 | **Dinner in Hotel** |  |  |
| **FRIDAY** | | | |
| 09:00-10:00 | **PRG Meeting with SMG** |  |  |
| 10:00-10:30 | **Meeting with Area reporting head (relevant member of SMG)** |  |  |
| 10:30-13:00 | **PRG** **Private Meeting Time**  *final discussion on recommendations* |  |  |
| 13:00-13:45 | **PRG working lunch and finalization of exit presentation** |  |  |
| 13:45-14:00 | **Briefing with Area Head and Director of Quality and Institutional Research**  *Discussion on key recommendations and commendations* |  |  |
| 14:00-14:30 | **PRG Exit Presentation** |  |  |