

Periodic School Review: Timetable for review event

Day One		Day Two	
09.00 – 10.00	Private meeting of the review panel: Welcome and housekeeping Set the agendas for the meetings with undergraduate and postgraduate students	8.45 – 9.00	Arrival and refreshments
10.00 – 10.30	Presentation by the School (background and context) with time for questions	9.00 – 10.30	Private meeting of the review panel: Set the agenda for the aspect two meeting
10.30 – 12.00 (in parallel)	Half of the review panel meet with undergraduate students Half of the review panel meet with postgraduate students	10.30 – 12.30	Meeting with representatives from the School regarding review aspect two: the quality and enhancement of the student learning opportunities
12.00 – 1.30	Private meeting of the review panel: Working lunch Consolidate outcomes of student meetings Set the agenda for the aspect one meeting	12.30 – 1.30	Private meeting of the review panel over lunch: Consolidate outcomes of aspect two meeting Set agenda for meeting with School's Senior Management Team Establish whether any further evidence is required in relation to aspect two
1.30 – 3.30	Meeting with representatives from the School regarding review aspect one: standards and quality management	1.30 – 2.15	Meeting with School's Senior Management Team

3.30 – 4.30	Private meeting of the review panel: Consolidate outcomes of aspect one meeting Set agenda for meeting with stakeholders	2.15 – 4.45	Private meeting of the review panel: Agree the outcomes and judgements Prepare feedback presentation
4.30 – 5.15	Tour of the School’s facilities and resources	4.45	Presentation of the judgements to the School
5.30 – 6.30	Meeting with key stakeholders		
6.30 – 7.00	Private meeting of the review panel: Consolidate outcomes of stakeholder meetings Review whether any further evidence is required in relation to aspect one Review meetings for day two		
7.00/7.15	Dinner at local restaurant for review panel		

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	Changes to the proposed timings of stakeholder meeting
Sept 2017	12.09.17	01.10.17	None
Sept 2018	12.09.18	01.10.18	None
Oct 2019	23.10.19	23.10.19	Change of Supplement number
Sept 2020	16.09.20	01.10.20	None

Equality Analysis		
<i>Version:</i>	<i>EA date:</i>	<i>Completed by:</i>
Sept 2016	N/A	