**Outline Timetable Peer Review Group Visit**

**PROFESSIONAL SUPPORT AREA**

**QUALITY REVIEW OF: TBC**

**DATE: TBC**

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| **Time** | **Peer Review Group (PRG) Activity/Meeting** | **Venue** | **Meeting No.** |
| **Day 1- Wednesday** | | | |
| 1000-1030 | Arrival of PRG Members, coffee on arrival- Albert College | A204 |  |
| 1030-1130 | Briefing by Director of Quality Promotion; guidelines provided to assist the PRG during the visit and in developing its report |  |  |
| 1130-1230 | PRG Private Meeting Time.   * PRG Selects a Chair * PRG discusses key themes, areas for exploration based on the SAR * PRG assigns tasks and responsibilities amongst members |  |  |
| 1230-1330 | Lunch with Director of QPO (Light lunch) |  |  |
| 1330-1445 | Consideration of the SAR with the Area Head and members of the Quality Review committee. Shall commence with a short presentation by Area head, followed by discussion (Director, QPO to attend) |  | 1 |
| 1445-1500 | PRG private discussion time |  |  |
| 1500-1555 | Meeting with Students (mix of qualification type, programme of study, gender, nationality etc where3 appropriate) |  | 2 |
| 1600-1700 | Meeting with external stakeholders (e.g. alumni, employers, collaborators, suppliers, linked colleges, members of governing authority) if appropriate (or Area Management Team meeting- leaving scope for additional area staff meeting on day 2) |  | 3 |
| 1700-1730 | PRG private discussion time |  |  |
| 1730-1800 | Informal Reception – PRG, Area Head, Members of Quality Review Committee, Director of Quality Promotion | 1838 DCU | Arranged by QPO |
| 1800-1930 | PRG Private Dinner and discussion | 1838 DCU | Arranged by QPO |
| **Day 2- Thursday** | | | |
| 0900-0940 | Area Staff- Meeting 1 |  | 4 |
| 0945-1025 | Area Staff- Meeting 2 |  | 5 |
| 1030-1100 | PRG Coffee/ Private Meeting Time |  |  |
| 1100-1140 | Key staff from other university department where the area under review has significant co-operation (academic staff) |  | 6 |
| 1145-1230 | Key staff from other university department where the area under review has significant co-operation (professional and admin support staff) |  | 7 |
| 1230-1300 | Tour of Facilities |  |  |
| 1300-1400 | Lunch/ PRG Private Meeting Time |  |  |
| 1400-1425 | Staff Open Forum for any member of Area staff |  |  |
| 1430-1510 | Relevant Central Support Units- senior representatives |  | 8 |
| 1515-1630 | PRG Private Meeting Time |  |  |
| 1630-1715 | Meeting with Area Management Team |  | 9 |
| 1715-1800 | Meeting with Area Head |  | 10 |
| 1830-2000 | PRG Private Dinner and Meeting |  | 11 |
| **Day 3- Friday** | | | |
| 0900-0955 | PRG Meeting with SMG |  | 12 |
| 1000-1025 | Meeting with Area reporting head (relevant member of SMG) |  | 13 |
| 1030-1300 | PRG Private Meeting Time- final discussion on recommendations |  |  |
| 1300-1345 | PRG working lunch and finalization of exit presentation |  |  |
| 1345-1400 | Briefing with Area Head and Director of QPO on key recommendations |  |  |
| 1400-1430 | PRG Exit Presentation |  |  |

**Meetings with Peer Review Group – Quality Review Visit**

**Academic Area**

|  |  |
| --- | --- |
| **Meeting No:** | **Name(s) and role** |
| 1 | Programme and Year of each student. |
| 2 | Include role and organisation for each external stakeholder. |
| 3 | Names of scheduled attendees |
| 4 | Names of scheduled attendees |
| 5 | Names of scheduled attendees |
| 6 | Names of scheduled attendees |
| 7 | Names of scheduled attendees |
| 8 | Names of scheduled attendees |
| 9 | Names of scheduled attendees |
| 10 | Names of scheduled attendees |
| 11 | Names of scheduled attendees |
| 12 | Names of scheduled attendees |
| 13 | Names of scheduled attendees |