**Timetable Peer Review Group Visit**

**ADD FACULTY NAME**

**QUALITY REVIEW: ADD DATES FOR REVIEW**

**Tuesday**

|  |  |  |
| --- | --- | --- |
| **Time** | **Peer Review Group (PRG) Activity/Meeting** | **Room No.** |
| 1630-1715 | **Briefing by Director of Quality Promotion**  *guidelines provided to assist the PRG during the visit and in developing its report (Tea and Coffee)* |  |
| 1715-1845 | **PRG Private Meeting Time**  *Select of Chairperson*  *Review of initial impressions document*  *Identification of key areas of interest*  *Assignment of tasks and responsibilities* |  |
| 1845-1900 | Transfer to restaurant |  |
| 1900-2100 | Peer Review Group Dinner with Quality Director |  |

**Wednesday**

| **Time** | **Peer Review Group (PRG) Activity/Meeting** | | **Room No.** |
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| 0915-1015 | Consideration of the SAR with the **Dean and Faculty Quality Committee Representatives**  *Will begin with a short presentation by the Dean, followed by discussion (Director, QPO to attend)* | |  |
| 1015-1030 | **PRG Private Meeting Time** | |  |
| 1030-1130 | **Internal Faculty Staff Meeting- Teaching and Learning**  Meeting with ADTL, Faculty Teaching and Learning Committee, Teaching Convenors  Focus on Faculty level view of T&L | |  |
| 1130-1230 | **Parallel Session 1**  **Programme Chairs – Undergraduate (UG)** | **Parallel Session 2**  **Programme Chairs – Postgraduate (PGT)** |  |
| 1230-1300 | **PRG Private Meeting Time** | |  |
| 1300-1330 | Peer Review Group Lunch | |  |
| 1400-1445 | **Parallel Session 1**  **Meeting with Students (UG)** | **Parallel Session 2**  **Meeting with Students (PGT)** |  |
| 1445-1515 | PRG Private Meeting Time / Coffee | |  |
| 1515-1600 | **Internal Faculty Staff Meeting- External Engagement**  *Meeting with Staff who are involved in external engagement and collaborative activities*  *(e.g. AD Engagement, Internationalisation, Community Engagement, Professional Bodies, Internships & Placements)* | |  |
| 1600-1700 | **Meeting with External Engagement Stakeholders** | |  |
| 1700-1730 | **PRG Private Meeting Time** | |  |
| 1900 | **PRG Private Dinner and Discussion** | |  |

**THURSDAY**

| **Time** | **Peer Review Group (PRG) Activity/Meeting** | | **Room No.** |
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| 0915-1000 | **Internal Faculty Staff Meeting- Teaching and Learning**  ADR, Faculty Research Committee, | |  |
| 1000-1045 | **Parallel Session 1**  **Academic Staff- Research Centres** | **Parallel Session 2**  **Academic Staff: School based researchers** |  |
| 10.45-11.00 | PRG Private Meeting Time | |  |
| 1100 -1145 | **Parallel Session 1**  **Focus on PhD Supervision/ Doctoral Education** | **Parallel Session 2**  **PhD Students** |  |
| 1200-1230 | **Campus Tour** | |  |
| 1300-1400 | Lunch/ PRG Private Meeting Time | |  |
| 1400-1445 | **Parallel 1: Administrative Support**- Faculty Office Staff | **Parallel 2: Administrative Support**- School based administrative staff |  |
| 1505-1515 | **Relevant Central Support Units** (ISS, Library, SS&D, Estates, Finance, HR, OCOO etc.) | |  |
| 1515-1545 | Staff Open Forum | |  |
| 1545-1615 | PRG Private Meeting Time/ Coffee | |  |
| 1615-1700 | Faculty Management Team | |  |
| 1700-1745 | Meeting with Faculty Executive Dean | |  |
| 19.00 | PRG Private Dinner and Meeting | |  |

**Friday**

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| --- | --- | --- | --- |
| **Time** | **Peer Review Group (PRG) Activity/Meeting** | **Venue** | **Room No.** |
| 0900-0955 | PRG Meeting with Senior Management Group |  | AG.01 |
| 1000-1025 | Meeting with Area Reporting Head |  | AG.01 |
| 1030-1300 | PRG Private Meeting Time |  |  |
| 1300-1345 | PRG working lunch and finalization of exit presentation |  |  |
| 1345-1400 | Briefing with Dean and Director of QPO on key recommendations |  |  |
| 1400-1430 | PRG Exit Presentation - All Faculty Staff |  |  |