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**Timetable**

**Quality Peer Review Group Visit**

**ADD FACULTY NAME**

**ADD DATES FOR REVIEW**

|  |  |  |  |  |
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| **Time** | **Peer Review Group (PRG) Activity/Meeting** | | **Venue** | **Attendees** |
| **TUESDAY** | | | | |
| 16:30-17:15 | **Briefing with the Director of Quality and Institutional Insights**  *Guidelines provided to assist the PRG during the visit and in developing its report (tea and coffee provided)* | |  |  |
| 17:15-18:45 | **PRG Private Meeting Time**  *Select of Chairperson, Review of initial impressions document*  *Identification of key areas of interest, Assignment of tasks and responsibilities* | |  |  |
| 19:00 | **Dinner in Hotel Restaurant** | |  |  |
| **WEDNESDAY** | | | | |
| 09:15-10:15 | **Meeting with the Quality Review Committee and Dean of the Faculty**  *Opening presentation by the Dean followed by discussion on the quality review process* | |  |  |
| 10:15-10:30 | **PRG Private Meeting Time** | |  |  |
| 10:30-11:30 | **Internal Faculty Staff Meeting- Teaching and Learning**  *Meeting with ADTL, Faculty Teaching and Learning Committee, Teaching Convenors*  *Focus on Faculty level view of Teaching and Learning* | |  |  |
| 11:30-12:30 | **Parallel Session 1**  *Programme Chairs – Undergraduate* | **Parallel Session 2**  *Programme Chairs – Postgraduate* |  |  |
| 12:30-14:00 | **PRG Private Meeting Time and Lunch** | |  |  |
| 14:00-14:45 | **Parallel Session 1**  *Meeting with Students - Undergraduate* | **Parallel Session 2**  *Meeting with Students - Postgraduate* |  |  |
| 14:45-15:15 | **PRG Private Meeting (Time and coffee provided)** | |  |  |
| 15:15-16:00 | **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)* | |  |  |
| 16:00-17:00 | **Meeting with External Engagement Stakeholders** | |  |  |
| 17:00-17:30 | **PRG Private Meeting Time** | |  |  |
| 19:00 | **PRG Private Dinner and Discussion** | |  |  |
| **THURSDAY** | | | | |
| 09:15-10:00 | **Internal Faculty Staff Meeting- Research**  *ADR, Faculty Research Committee,* | |  |  |
| 10:00-10:45 | **Parallel Session 1**  *Academic Staff- Research Centres* | **Parallel Session 2**  *Academic Staff: School-based researchers* |  |  |
| 10.45-11.00 | **PRG Private Meeting Time** | |  |  |
| 11:00 -1145 | **Parallel Session 1**  *Focus on PhD Supervision/ Doctoral Education* | **Parallel Session 2**  *Doctoral Students* |  |  |
| 11:45-12:30 | **Tour of Faculty and Campus** | |  |  |
| 12:30-14:00 | **Lunch/ PRG Private Meeting Time** | |  |  |
| 14:00-14:45 | **Parallel Session 1**  *Administrative Support- Faculty Office Staff* | **Parallel Session 2**  *Administrative Support- School-based administrative staff* |  |  |
| 15:05-15:15 | **Meeting with relevant Central Support Units**  *(ISS, Library, SS&D, Estates, Finance, HR, OCOO etc.* | |  |  |
| 15:15-15:45 | **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 | |  |  |
| 15:45-16:15 | **PRG Private Meeting Time/ Coffee** | |  |  |
| 16:15-17:00 | **Meeting Faculty Management / Senior Team** | |  |  |
| 170:0-17:45 | **Meeting with Faculty Executive Dean** | |  |  |
| 19.00 | **PRG Private Dinner and Meeting** | |  |  |
| **FRIDAY** | | | | |
| 09:00-10:00 | **PRG Private Meeting Time** | |  |  |
| 10:00-11.00 | **PRG Meeting with Senior Management Group** | |  | AG.01 |
| 11.00-11.30 | **Meeting with Area Reporting Head** | |  | AG.01 |
| 11:30-13:00 | **PRG private meeting time and finalisation of exit presentation** | |  |  |
| 13:00-13:45 | **PRG working lunch** | |  |  |
| 13:45-14:00 | **Briefing with the Faculty Dean and Director of Quality**  *Discussion on key recommendations and commendations* | |  |  |
| 14:00-14:30 | **PRG Exit Presentation - All Faculty Staff** | |  |  |