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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** |  |  |