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**Timetable**

**Quality Peer Review Group Visit**

**ADD AREA/UNIT NAME**

**ADD DATES FOR REVIEW**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Peer Review Group (PRG) Activity/Meeting** | **Venue** | **Attendees** |
| **THURSDAY**  |
| 10:00-10:45 | **Briefing with the Director of Quality and Institutional Research** *Guidelines provided to assist the PRG during the visit and in developing its report (tea and coffee provided)* | BASE ROOM |  |
| 10:45-11:45 | **PRG private meeting time*** Select a Chairperson
* Discusses key themes and areas for exploration based on the self-assessment report
* Assign tasks and responsibilities among members
 | BASE ROOM |  |
| 11:45-12:30 | **Meeting with the Area Head and Area’s Quality Review Committee**. This session will also be attended by the Director of Quality and Institutional Research.This session will commence with a short presentation by the area head, followed by a discussion on the quality review process | BASE ROOM |  |
| 12:30-13:30 | **Working Lunch** | BASE ROOM |  |
| 13:30-14:15 | **Tour of Facilities**  | BASE ROOM |  |
| 14:15-15:00 | **Meeting with Area Staff**: [you should ensure representation from across all the main areas/activities]. This should not be the same group that met at 10:45. | BASE ROOM |  |
| 15:00-15:15 | **Coffee Break** | BASE ROOM |  |
| 15:15-16:00 | **Meeting with Students** | BASE ROOM |  |
| 16:00-16:45 | **Relevant Central Support Units-** senior representatives (Finance, SS&D, Estates, HR, etc.) | BASE ROOM |  |
| 16:45-17:30 | **Meeting with External Stakeholders** | BASE ROOM |  |
| 17:30 – 18:00 | **PRG private discussion time** | BASE ROOM |  |
| 19:00-21:00 | **PRG Private Dinner and discussion** | BASE ROOM |  |
| **FRIDAY** |
| 09:00-10:00 | **Private meeting time** |  |  |
| 10.00-11.00 | **PRG Meeting with members of SMG** | AG01 |  |
| 11.00 – 11.30 | **Meeting with Area reporting Head** | AG01 |  |
| 11:30 – 12:00 | **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
 |  |  |
| 12:00 – 13:30 | **PRG working lunch and finalisation of exit presentation** | BASE ROOM |  |
| 13:30 – 14:00  | **Briefing with the Area Head and Director of Quality on key recommendations** | BASE ROOM |  |
| 14:00 – 14:30 | **Exit Presentation** |  |  |