**QUINQUENNIAL REVIEW**

**Indicative Review Panel Agenda**

The following indicative agenda is intended to provide template for organising the Review event. This is based on the most common type of review, spread over two days. However, some smaller Departments/Schools may hold reviews over one day or a day and half and the agenda will need to be revised accordingly.

**Day 1: Learning & Teaching**

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| 10:00 – 10:30 | Private Panel meeting |
| 10:30 – 11:00 | Initial Meeting with the Head of Department/School |
| 11:00 – 12:15 | Meeting with the Students |
| 12:15 – 12:45 | Lunch (with Students) |
| 12:45 – 13:30 | Private Panel meeting and reflection on student feedback |
| 13:30 – 13:45 | BREAK |
| 13:45 – 15:00 | Meeting with Departmental/School staff involved in undergraduate and postgraduate taught teaching, research student supervision and support for these activities |
| 15:00 – 15:45 | Private Panel meeting reflecting on discussions with staff |
| 15:45 – 16:45 | Meeting with Department/School Senior Management Team |
| 16:45 – 17:00 | Private Panel round up meeting |

**Day 2: Other Departmental/School Activities and Review Panel Conclusions**

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| 10:00 – 10:30 | Private Panel planning meeting |
| 10:30 – 12:00 | Meetings with technical, research and administrative staff, focused on research and knowledge exchange activities |
| 12:00 – 13:00 | Lunch |
| 13:00 – 13:45 | Meeting with Department/School Senior Management Team for follow on questions or confirmation of information/detail |
| 13:45 – 14:45 | Final Private Panel Meeting and confirmation of conclusions |
| 14:45 – 15:00 | BREAK |
| 15:00 – 15:30 | Meeting with the Head of Department/School to provide an informal summary of the Review Panel’s findings |
| 15:30 | Review ends |