

**Periodic Review Timescales**

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| **TASK** | **WHEN**  (in relation to main Event) | **WHO** |
| Preliminary meeting with HoD and Institute Quality Lead |  | AQU & Department |
| Identify Chair and Panel Members |  | AQU & Department |
| Provide AQU with names of 2 (+) external panel members to check suitability |  | Department |
| AQU to request production of data by DMU | -17 weeks | AQU |
| Department to review all Course documentation | Start semester 2 of year before and completed by -12 weeks | Department |
| Confirm date of review and the first panel meeting | -16 weeks | AQU & Department |
| Inform all staff who will attend the Review; ask to keep the morning free (as per suggested agenda) | -16 weeks | Department |
| Inform students of the first panel date and ask for nominations to meeting the review panel; selected student representatives to attend. | -16 weeks | Department |
| Check suitability and availability of external panel members | -16 weeks | Department |
| Make arrangements for first and second panel meetings | -16 weeks | Department |
| AQU to agree with Department a sample of documentation for Panel\* (to include sample AERs, Course Handbooks, Module Outlines, Course Management Committee minutes | -11 weeks | AQU |
| Submit EDD and supporting evidence to AQU (see below) | -10 weeks  (-4 weeks of first panel) | Department |
| AQU produce briefing paper\*\* |  |  |
| Documentation to be sent to the Panel | -9 weeks  (-3 weeks of first panel) | AQU |
| **First Panel Meeting** | -6 weeks |  |
| Request further information, following First Panel Meeting | -5 weeks | AQU |
| Department provides additional information | -2 weeks | AQU |
| Disseminate additional information to the Panel | -2 weeks | AQU |
| Pre-Review Meeting with HoD & Chair | -1 week |  |
| **Second Panel meeting** | **0 week** |  |
| Report produced and approved by the Chair | +2 weeks following second event |  |
| Approved draft is circulated to the rest of the panel for verification and HoD invited to comment on factual accuracy | +3 weeks |  |
| AQU to make any amendments and gain Chair final sign-off | +4 weeks |  |
| Report is received at next available ASQEC |  |  |

\* **Sample based on:**

* Cumulative change
* Courses identified as requiring additional support through the AER
* Sample size minimum of 3 and up to 5

\***Briefing paper to include:**

* List of courses for which the Department is responsible and link to all Programme Specifications
* Periodic Review process, timeline and organisational arrangements
* Summary of outcomes from last periodic reviews for courses within the Department
* Summary of EE Report outcomes for courses within the Department
* Dashboard information for all courses (recruitment, retention, completion etc)