A programme of University reviews is one of the main ways the University checks and improves the quality of its academic provision and the student experience. Schools are subject to University review on a 5-year cycle and *School/Dept/Unit* is included in the programme for this academic year.

**The review team**

The review is carried out by the relevant Dean, two external subject specialists (from the same subject area in other Higher Education institutions in the UK), an internal member of academic staff from a related discipline, the Director of Representation from the Students’ Association, a Postgraduate Representative, the Director of CAPOD & Quality Monitoring or CAPOD’s Academic Monitoring & Development Adviser.

**On the day of the review**

The review team will spend a day in the School talking to representative groups of students and staff about learning and teaching and they will also view the School’s facilities. They will ask about your experience of studying *subject* at St Andrews, for example in relation to:

- your introduction to the School/Department
- your learning experience
- assessment and feedback on your work
- opportunities for you to provide feedback and how it is responded to
- the availability and quality of learning resources and study space
- support services, e.g. Library and Careers.

You will also be able to raise and discuss other issues. Essentially the reviewers wish to explore commendable aspects of the teaching you receive and the learning opportunities you are given, so that good practice can be reinforced and disseminated to other Schools as appropriate. You should also tell the team about any difficulties or shortcomings you have encountered, as one of the aims of this review is to help the School to improve the quality of provision and the student experience.

Notes will be made on all discussions held during the review but no comments will be attributed to any individuals. No members of staff from the School are present during the student meetings, so please feel free to speak frankly.

**Meeting times**

The review team will divide for the parallel undergraduate Sub-Honours and Honours meetings and also for the postgraduate meetings. Meetings will take place at the following times:

<table>
<thead>
<tr>
<th>Honours</th>
<th>Time/Room</th>
<th>PGRs/Tutors</th>
<th>Time/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Honours</td>
<td>Time/Room</td>
<td>Taught postgraduates</td>
<td>Time/Room</td>
</tr>
</tbody>
</table>

Your participation and feedback is an essential part of the review process. We hope you can join us!

Carol Morris
Director of CAPOD and Quality Monitoring