**University-led review of learning and teaching**

**Sample programme**

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<th>Time</th>
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| 0845  | Review team convenes                                                                          |                                                                                                         |}
| 0900  | **Overview of School**                                                                          | *This will include a 10-minute (max) presentation or introduction by the Head of School and/or Director of Teaching. This should include a brief overview of the School (e.g. student and staff numbers, management structure, current status of School and future plans/strategy) as well as what the School would like to get out of the day* |
| 1015  | **Tour of teaching facilities**                                                                 |                                                                                                         |}
| 1045  | Coffee                                                                                           |                                                                                                         |}
| 1050  | **Meeting with support staff (admin/technical)**                                                 |                                                                                                         |}
| 1100  | **Recruitment, admissions, advising and exchanges**                                              | *This meeting should include the Admissions Officer, Sub-honours and Honours Advisers and the Study Abroad Coordinator*                                                                                     |}
| 1145  | **Curriculum and assessment (including examinations and feedback)**                            | *This meeting should include the DoT, Exams Officer and Module Coordinators*                                                                               |}
| 1230  | Lunch                                                                                            |                                                                                                         |}
| 1315  | **Meeting with taught Postgraduate students**                                                   | *Normally 6-12 students depending on cohort size*                                                                                               |}
|       | **Meeting with PhD students (including Tutors)**                                               | * Normally at least 6 students depending on cohort size*                                                                                         |}
| 1400  | **Meeting with Sub-Honours students (12)**                                                      | *To include a balanced mix in terms of gender, level of study, study abroad, home/international, etc.*                                              |}
|       | **Meeting with Honours students (12)**                                                         | *Same as Sub-honours but should also ensure representation from both single and joint honours students. School President to be in attendance*     |}
| 1500  | **Meeting with recently appointed staff**                                                       | *Lecturers and Associate Lecturers* *Normally staff who have been appointed in the previous 3 years*                                                    |}
| 1545  | Coffee                                                                                           |                                                                                                         |}
| 1600  | **Management of taught postgraduate programmes**                                               | *if appropriate*                                                                                                                                             |}
| 1645  | **Meeting with Head of School and Director of Teaching**                                        | *Brief mop up for final questions or clarification of points raised during the course of the day.* *No feedback is provided to the School at this stage.* |}
| 1700  | **Review team meets**                                                                           | *to consider initial views*                                                                                                                                   |}
| 1800  | End of visit                                                                                     |                                                                                                         |}

This is the starting point for discussion on setting a programme for the day. The 0900 overview and closing meeting with the Head of School and Director of Teaching are fixed. However, the remainder of the meetings can be re-sequenced in line with student and staff availability.