

## **PEER REVIEW GROUP SITE VISIT**

### **Draft Timetable**

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#### **Introductory Session**

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17.30 – 18.00      **Both Peer Review Groups to convene over coffee**

18.00–20.00      **Welcome by the College President**

**Briefing by the Quality Promotion Co-ordinator**

#### **Finalisation of Draft Schedule**

20.00              **Dinner**

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#### **Wednesday**

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9.00–9.30        **Convening of Peer Review Group**

9.30–11.00      **Consideration of Self-Assessment Report**

11.00–11.30     **Informal meeting with staff over coffee**

11.30–13.00

13.00–14.00     **Lunch**

14.00–15.00     **Visit to department/ unit facilities**

15.15–16.30     **Meetings with representatives of students**

16.30–17.00     **Meetings with administrative staff**

17.00–17.30     **Coffee/Tea**

17.30–20.00     **Meeting of Group to identify aspects to be clarified and finalise tasks for following day**

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**Thursday**

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9.15	<b>Convening of group</b>
9.15–9.45	<b>Meeting with Head of Department/Unit</b>
9.45-10.30	<b>Meeting with the President, Bursar and Registrar</b>
10.30–11.00	<b>Informal meeting with further staff in Department/unit</b>
11.00–11.30	
11.30–12.00	<b>Meeting with chairperson of unit/Department sub-committee to clarify any outstanding issues</b>
12.00-13.00	<b>Preparation of Draft of Final Report</b>
13.00–14.00	<b>Working lunch</b>
14.00–16.15	<b>Preparation of draft report</b>
16.15-16.45	<b>Exit presentation</b>
17.00	<b>Reception for department and unit to which peer review group are invited</b>