

EQ-Arts Quality Assurance & Enhancement Review

Indicative timetable for Preliminary Visit

Sunday

14h00 – 18h00 private meeting Evaluation Team (ET) in the hotel

18.30- private dinner

Monday

09h00 – 09h30 ET operational meeting – set-up base-room, laptops, organisation etc.

09h30 – 10h45 ET meets the Head of the institution to discuss objectives of the review, the institutions expectations and the process of self-evaluation.

10h45– 11h00 private meeting ET

11h00 – 12h30 ET meet with the Senior Management Team to discuss recent developments, the quality management and enhancement policies and operational strategy of the Institution.

12h30 – 13h45 working lunch (private ET) in the meeting room.

13h45 – 15h00 ET meet with students from across the Academy, including full-time & part-time BA, MA and research students

15h00 – 15h30 Private meeting ET

15h30 – 16h30 ET meets with BA, MA & Research course managers to discuss: learning, teaching and assessment; quality management and enhancement; research; staff development; policies and strategies etc.

16h30 – 17h00 private meeting ET

17h00 – 18h00 Meeting with recent graduates/alumni of the Programmes to discuss: their learning experiences and reflections on the courses and preparation for the professional world

18h00- 18h30 private meeting ET

19h30 Private dinner ET

Tuesday

| | |
|----------------------|---|
| 09h00 – 09h30 | private meeting ET |
| 09h30 – 10h45 | tour of institution |
| 10h45 – 11h30 | ET meet with the Research & Enterprise senior management |
| 11h30 – 12h00 | private Meeting ET |
| 12h00 – 12h45 | ET meet with the senior management for Quality Assurance and Enhancement |
| 12h30 – 13h30 | working lunch (private ET) in the meeting room |
| 13h30 – 14h30 | ET meet with BA, MA & research teaching staff from across the institution, to discuss recent developments in the programme(s), internationalisation, research strategies and staff development |
| 14h30 – 15h00 | private meeting ET |
| 15h00 – 16h00 | ET meet with senior administrative staff (including: Operations Manager and representatives of: International Office, Library, External Relations Office, Human Resources, Secretariat, Quality, Student Support, IT etc.) |
| 16h00 - 16.15 | private meeting ET |
| 16h15 – 17h00 | ET meet with representatives of employers, professional bodies to discuss currency and appropriateness of the courses and the strengths and weaknesses of the graduate's skills and attributes. |
| 17h00 – 18h00 | private meeting ET |
| 19h30 | private dinner ET |

Wednesday

| | |
|----------------------|--|
| 09h00 – 09h30 | meet with the Liaison person to discuss next visit |
| 09h30 – 12h30 | private meeting ET |
| 12h30 – 13h00 | closing meeting with Head of institution and colleagues to agree main visit programme and additional information and documents required |
| 13h00 | lunch with the institute |