

APPENDIX 4

INDICATIVE TIMELINE FOR STAGING A PARTNER REVIEW VISIT (PRV)

PRV – 3 months	Academic Quality sets date for the Partner Review visit with the Partner and the internal Panel and informs relevant stakeholders.
PRV – 3 months	Academic Quality makes arrangements for an external Panel Member to join the Panel as appropriate
PRV – 12 weeks	Planning meeting between Academic Quality and key staff at the Partner, to plan the visit, its timetable and to give guidance on preparation of briefing paper and other documentation to be provided
PRV – 8 weeks	Academic Quality co-ordinates the collation of existing supporting evidence and provides the relevant University and Partner review members with access to the documentation
PRV – 6 weeks	Faculties/Professional Services submit contributions to briefing paper prepared by Academic Quality, as appropriate
PRV – 3 weeks	Deadline for Briefing Papers. All documentation received by Academic Quality for distribution to Partner Review Panel and exchange of briefing papers between the Partner and relevant Faculties and Professional Services
PRV – 2 week	Partner to provide details of staff and students attending meetings
Partner Review Visit	
PRV + 2 weeks	Draft report sent to Head of Partner, relevant Faculties and Professional Services for comments on matters of accuracy
PRV + 3 weeks	Draft report, taking into account any comments received, sent to Panel for comment and confirmation
PRV + 4 weeks	Confirmed report circulated
PRV + 5 – 6 weeks	Partner to prepare response and action plan with support from Academic Quality
PRV + 8 weeks	Response and action plan sent to Academic Quality for submission to Education Committee