

Suggested Timetable for Follow-up Site Visits

Assume a six hour day to accommodate travel etc

The situations in different Faculties will be different so this timetable will have to be flexible

Morning 3 Hours

Session 1 (15 minutes)

Courtesy meeting with Dean, the Faculty QA Unit Director, and the President or his representative, which also ensures the process, is clear and the timetable agreed

Session 2 (90 minutes)

Meeting with Dean, Vice Deans, and other key Faculty members including Quality Unit Director, to discuss the implementation of the Action Plan and the level of progress made as a result of the Developmental Engagements. This will be based on the documentation sent to QAAP

Session 3 (45 minutes)

Meeting with a representative group of students (8-12) from the later years of the programmes.

Afternoon 3 Hours

Session 4 (30 to 60 minutes)

- a) Tour of any additional resources acquired since the DE
- b) Scrutiny of any new supporting documentation provided during the day

Session 5 (30 to 60 minutes)

Follow up meetings as identified as being valuable

Session 6 (45 minutes)

Team discussion and preparation of feedback

Session 7 (15 minutes)

Oral Feedback to Dean, Vice Deans, and other key Faculty members including Quality Unit Director