HERIOT
WATT
UNIVERSITY

ACADEMIC REVIEW:

Date:
Venue:

Academic Review Participants
Review Team: 1 x Internal *(Chair of Review Team meetings)* 1 x Internal 2 x External 2 x Student Reps **Review Advisors:** Academic Review Manager *(Chair of Private Team meetings)* Academic Review Facilitator Academic Review Coordinator *(not in attendance)*

Day 1:

Start	End	Activity	Numbers
0845	0900	**Team Arrives/Refreshments**	
0900	1000	**Private Team Meeting** • Introductions • Preparation of meeting agendas	
1000	1045	**Meeting 1: Management Team**	
1045	1100	**Private Team Meeting**	
1100	1215	**Meeting 2: UG, PGT Students (Dubai)** *Skype*	
1215	1230	**Private Team Meeting**	
1230	1330	**Meeting 3: Academic Staff (Dubai)** *Skype*	
1330	1400	**Lunch**	
1400	1415	**Private Team Meeting**	
1415	1515	**Meeting 4: UG Students (Edinburgh)**	
1515	1530	**Private Team Meeting**	
1530	1630	**Meeting 5: PGT/PGR Students (Edinburgh)**	
1630	1700	**Private Team Meeting**	

Day 2:			
Start	**End**	**Activity**	**Numbers**
0900	0930	**Private Team Meeting**	
0930	1130	**Meeting 6: Enhancement Workshop**	
1130	1200	**Private Team Meeting**	
1200	1230	**Lunch**	
1230	1245	**Private Team Meeting**	
1245	1345	**Meeting 7: All Academic Staff (Edinburgh based)**	
1345	1445	**Private Team Meeting:** *Finalise Conclusions*	
1445	1500	**Meeting 8: Management Team:** *Feedback conclusions*	
1500	1600	**Private Team Meeting: Agree Next Steps**	

Notes:
1. The views of students studying independently and through Approved Learning Partners will be sought via an online survey.

ACADEMIC REVIEW:

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Review Team: 1 x Internal (Chair of Review Team meetings) 1 x Internal 2 x External 2 x Student Reps **Review Advisors:** Academic Review Manager (Chair of Private Team meetings) Academic Review Facilitator/Coordinator

Day 1:

Start	End	Activity	Numbers
0845	0855	**Team Arrives/Refreshments**	
0900	0930	**Private Team Meeting** • Introductions • Preparation of meeting agendas	
0930	1000	**Meeting 1: Management Team**	
1000	1015	**Private Team Meeting**	
1015	1100	**Meeting 2: Undergraduate Students**	
1100	1145	**Meeting 3: Postgraduate Students**	
1145	1215	**Private Team Meeting**	
1215	1245	**Lunch**	
1245	1300	**Private Team Meeting**	
1300	1400	**Meeting 4: Academic Staff**	
1400	1430	**Team Meeting**	
1430	1600	**Enhancement Workshop**	
1600	1630	**Private Team Meeting:** *Finalise Conclusions*	
1630	1645	**Meeting 8: Management Team:** *Feedback conclusions*	
1645	1700	**Private Team Meeting:** Agree Next Steps	