

This document outlines the School's responsibilities when preparing for an Academic Review. Activities have been categorised by way of helping the School allocate responsibilities as deemed appropriate.

LOGISTICAL ACTIVITIES (page 1)	ACADEMIC-RELATED ACTIVITIES (page 2)
A. Venue, Equipment, Catering etc <i>(not 2020/21)</i> B. Overnight Accommodation and Hosting <i>(not 2020/21)</i> C. Payments to Externals and Students (on Review Team) D. Schedule of Meetings / Student Surveys E. Reflective Analysis + Review Document	F. External Review Team Members G. Schedule of Meetings H. Reflective Analysis + Review Document I. Enhancement Workshop (+A4 brief) <i>(not 2020/21)</i>

LOGISTICAL ACTIVITIES
<b>A. VENUE, EQUIPMENT, CATERING ETC</b> Make arrangements for the rooms, equipment and catering: <ul style="list-style-type: none"> <li>• <b>Meeting room and Equipment</b> <ul style="list-style-type: none"> <li>○ Sufficient size to accommodate all participants</li> <li>○ If different rooms to be used, they should be in close proximity</li> <li>○ Boardroom style to allow discussion <i>(please ensure room is set up)</i></li> <li>○ A PC and data projection equipment <b>MUST</b> be available <i>(the Team will need to project a Word document so as to work on it collaboratively)</i></li> </ul> </li> <li>• <b>Workshop room</b> <ul style="list-style-type: none"> <li>○ Sufficient size and layout for participants and activities</li> <li>○ If different to the meeting room, should be located in close proximity</li> </ul> </li> <li>• <b>Lunch and Refreshments</b> <i>(please liaise with Academic Quality over appropriate timings)</i></li> </ul>
<b>B. OVERNIGHT ACCOMMODATION AND HOSTING</b> Liaise with EXTERNALS directly for: <ul style="list-style-type: none"> <li>• <b>overnight accommodation</b> requirements, and book as appropriate</li> <li>• <b>hosting</b> (dinner arrangements) at the end of the first day <i>(at School's discretion)</i></li> </ul>
<b>C. PAYMENT TO EXTERNALS AND STUDENT REPRESENTATIVES ON TEAM</b> Liaise with HUMAN RESOURCES directly for the onboarding, right to work checks and the reimbursement of expenses and processing of fee payments: <ul style="list-style-type: none"> <li>• <b>Travelling expenses</b> – for the external representatives</li> <li>• <b>Fee payments</b> – for the external representatives and student representatives:               <ul style="list-style-type: none"> <li>▪ Externals (x2) - £500 (single payment)</li> <li>▪ Students (x2) - £250 (single payment)</li> </ul> </li> </ul>
<b>D. SCHEDULE OF MEETINGS / STUDENT SURVEYS</b> <ul style="list-style-type: none"> <li>• Logistical activities include:               <ul style="list-style-type: none"> <li>○ Making the appropriate arrangements to invite students and staff to meet with the Review Team.</li> <li>○ Updating the schedule of meetings document with participants' details.</li> </ul> </li> <li>• Academic-related activities – see Point G below.</li> <li>• Where surveys are used to collect feedback for the review, distribute surveys to students.</li> </ul>
<b>E. REFLECTIVE ANALYSIS + REVIEW DOCUMENTATION</b> <ul style="list-style-type: none"> <li>• Support for producing the Reflective Analysis document, as determined by the School (eg provision of stats, collating the appendices). See Point H below.</li> </ul>

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ACADEMIC-RELATED ACTIVITIES
F. EXTERNAL REVIEW TEAM MEMBERS
<ul style="list-style-type: none"> <li>• The School should nominate four potential <b>external team members</b> who:               <ul style="list-style-type: none"> <li>○ have current learning and teaching experience.</li> <li>○ have had no close involvement with the School in the last five years.</li> </ul> </li> <li>• Ideally, there should be a balance of academic (learning and teaching) and industrial experience, as well as an understanding of the international environment.</li> <li>• As the externals will be participating in the Enhancement Workshop, the School may wish to consider suitable workshop topics and nominate externals that may possess knowledge and experience that the School could benefit from.</li> <li>• Profiles for nominated individuals should be submitted to Academic Quality in the first instance. Information provided must demonstrate sufficient learning and teaching experience.</li> <li>• Following approval by the Deputy Principal (Learning and Teaching), two externals will be invited to participate in the process.</li> <li>• <b>NB:</b> Nominated individuals <b>MUST</b> be eligible to work in the UK.</li> </ul>
G. SCHEDULE OF MEETINGS
<ul style="list-style-type: none"> <li>• Academic-related activities include:               <ul style="list-style-type: none"> <li>○ Identifying groupings of students and staff to meet with the Review Team (<i>as per guidance in the draft review schedule</i>).</li> </ul> </li> <li>• Logistical activities - See Point D above</li> </ul>
H. REFLECTIVE ANALYSIS + REVIEW DOCUMENTATION
<ul style="list-style-type: none"> <li>• <b>Self-Evaluation:</b> <ul style="list-style-type: none"> <li>○ A self-evaluation / reflective exercise should take place, the outcome of which will inform the production of the Reflective Analysis document.</li> </ul> </li> <li>• <b>Student Engagement:</b> <ul style="list-style-type: none"> <li>○ As specified by the Scottish Funding Council, “Students should be involved in the development of the self-evaluation”<sup>1</sup></li> </ul> </li> <li>• <b>Reflective Analysis (+appendices):</b> <ul style="list-style-type: none"> <li>○ Submitted between 6 to 4 weeks in advance (4 <i>absolute</i> minimum).</li> <li>○ Draft submission - date to be agreed.</li> </ul> </li> </ul>
I. ENHANCEMENT WORKSHOP
<ul style="list-style-type: none"> <li>○ Deliver / facilitate an enhancement workshop (guidance will be provided by the Quality Enhancement Officer within Academic Quality).</li> <li>○ Produce a <b>short briefing paper</b> on the enhancement workshop (to be submitted in advance).</li> </ul>

<sup>1</sup> Scottish Funding Council guidance to higher education institutions on quality from August 2017-2022