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Academic Reviews (UK)
EXAMPLE SCHEDULE OF MEETINGS

ACADEMIC REVIEW:

Date:

Venue:

Academic Review Participants			
<p>Review Team: 1 x Internal (<i>Chair of Review Team meetings</i>) 1 x Internal 2 x External 2 x Student Reps</p> <p>Review Advisors: Academic Review Manager (<i>Chair of Private Team meetings</i>) Academic Review Facilitator Academic Review Coordinator (<i>not in attendance</i>)</p>			
Day 1:			
Start	End	Activity	Numbers
0845	0900	Team Arrives/Refreshments	
0900	1000	Private Team Meeting <ul style="list-style-type: none"> • 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: <i>Finalise Conclusions</i>	
1445	1500	Meeting 8: Management Team: <i>Feedback conclusions</i>	
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.

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Academic Reviews (Dubai)
EXAMPLE SCHEDULE OF MEETINGS

ACADEMIC REVIEW:

Date:

Venue:

Review Team Participants			
<p>Review Team: 1 x Internal (Chair of Review Team meetings) 1 x Internal 2 x External 2 x Student Reps</p> <p>Review Advisors: Academic Review Manager (Chair of Private Team meetings) Academic Review Facilitator/Coordinator</p>			
Day 1:			
Start	End	Activity	Numbers
0845	0855	Team Arrives/Refreshments	
0900	0930	Private Team Meeting <ul style="list-style-type: none"> • 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	