

## INDICATIVE TIMESCALES AND RESPONSIBILITIES PRIOR TO REVIEW EVENT

Date	Action	Responsibility	Notes
Advance planning	<ul style="list-style-type: none"> <li>• Confirm review areas for the year with the AVC(OfS) and ascertain the approximate number of students in scope for each area to inform planning</li> <li>• Identify Review Panel Secretary and Review Panel Chair for the review and liaise accordingly</li> <li>• Identify and recruit staff and student members for the Panel</li> <li>• Brief Review Panel members and review area research management and research staff on the nature and scope of the Periodic Review process</li> <li>• Hold planning meeting with Review Panel Chair and review area management. This meeting will agree, amongst other things, a schedule of key dates for the review and, based on the number of students in scope, sample sizes of required documentary evidence and staff and student attendees at the review event.</li> </ul>	Designated Officer in the Standards and Enhancement Office (with Review Panel Secretary, once identified)	In consultation with the Research and Doctoral Division, the Standards and Enhancement Office, Schools, the Students' Union and the Postgraduate Research Student Society, as appropriate
	<ul style="list-style-type: none"> <li>• Confirm agreed schedule of key dates, student numbers, evidence sample sizes and staff and student attendees at the review event to Review Panel members and Research Coordinator(s)</li> </ul>	Review Panel Secretary	
	<ul style="list-style-type: none"> <li>• Commence collation of documentation and data sets to support the evaluative report and action plan and the review process</li> </ul>	Research Coordinator(s)	Supported as appropriate by the Research and Doctoral Division and the Standards and Enhancement Office
	<ul style="list-style-type: none"> <li>• Identify potential external reviewer(s) and check their availability for the agreed window of dates</li> </ul>		Designated Officer in the Standards and Enhancement Office to be consulted if more than one external reviewer is mooted

Six to three months before the review event	<ul style="list-style-type: none"> <li>• Initiate the development of the evaluative report and action plan</li> <li>• Brief review area students on the Periodic Review process</li> <li>• Share draft evaluative report and action plan with students in the review area for their input</li> </ul>	Research Co-ordinator(s)	
	<ul style="list-style-type: none"> <li>• Invite the proposed external reviewer(s) to take part in the Periodic Review</li> </ul>	Review Panel Secretary	
Two months before the review event	<ul style="list-style-type: none"> <li>• Confirm full membership of the Panel to the Chair and Research Coordinator(s)</li> <li>• Draft timetable for the review event</li> <li>• Send draft timetable to Chair and Research Coordinator(s) for comment</li> <li>• Liaise with Chair and Research Coordinator(s) to agree final timetable</li> </ul>	Review Panel Secretary	
	<ul style="list-style-type: none"> <li>• Select a representative sample of review area staff and students to attend the panel meetings and notify/invite them</li> <li>• Record confirmation of attendance</li> <li>• Confirm names of staff and students attending the student meeting to the Review Panel Secretary</li> <li>• Upload the Evaluative Report and Action Plan, together with supporting evidence, to the Moodle PDR</li> </ul>	Research Coordinator(s)	

Six weeks before the review event	<ul style="list-style-type: none"> <li>• Audit the completeness of the documentation and evidence provided by the review area and inform the Research Coordinator accordingly</li> <li>• Alert members of the Panel to the PDR and any identified gaps/deficiencies</li> <li>• Inform Review Panel Members of their designated aspects of provision</li> <li>• Arrange venue and catering for the review event, as required, and inform Review Panel Members and Research Coordinator(s)</li> <li>• Circulate the final timetable for the review event to Review Panel Members and Research Coordinator(s)</li> </ul>	Review Panel Secretary	
	<ul style="list-style-type: none"> <li>• Forward preliminary comments on the review documentation and any requests for further information to be provided by the review area to the Review Panel Secretary</li> <li>• Develop questions for each session according to their designated aspects of provision</li> </ul>	Review Panel Members	
Three weeks before the review event	<ul style="list-style-type: none"> <li>• Forward preliminary comments on the review documentation and any Review Panel requests for further information from the review area to the Research Coordinator(s)</li> </ul>	Review Panel Secretary	
At least one week before the review event	<ul style="list-style-type: none"> <li>• Upload response to comments and new information to the PDR and alert the Review Panel Secretary</li> </ul>	Research Coordinator(s)	
	<ul style="list-style-type: none"> <li>• Alert the Review Panel to the response and new information</li> </ul>	Review Panel Secretary	

