

# Action List for Programme Directors

| **Timeline** | **Action** | **Complete** |
| --- | --- | --- |
| **Spring to**  **Summer**  (*academic year preceding review*) | * Prompted in late Autumn by QAS of upcoming review. Programme Team should start to consider areas for review to focus, consider nominations for the review panel, including an internal and external reviewer. * Liaise with Professional Services to ensure that relevant teams and departments are given advance of expected requirements/documents/dates for the review. * Start gathering supporting documentation for SED. |  |
| **Review Year** | |  |
| **Autumn term** | * Source an external reviewer * Identify review panel date with QAS support * Nominate internal, external and student reviewer to PMRC. Deadline to be sought from QAS |  |
| **Autumn term** | * Gather supporting documentation * Compile an SED * Agree the ToR for the review * Confirm review panel meeting date |  |
| **Early Spring term (Jan-March depending on review date)** | * Submit SED and supporting documentation to the Review Panel via the QAS Office 1 month before the review date. * Schedule review panel agenda in support from QAS |  |
| **March to April** | * Review Panel meeting |  |
| **April – May** | * External Reviewer report received. * Review Conditions, Recommended actions and commendations received |  |
| **April –**  **June/July** | * Review response drafted   + Shared with Programme Committee (either in or outside of meeting) * Shared with TPD, Dean of Faculty * Review response finalised * Consultation of programme and module amendments with relevant stakeholders, including Programme Committee and Faculty Postgraduate Taught Committee |  |
| **July or October** | * Final Review response report submitted to PMRC   o N.B. if submitted in July programme or module specification amendments may be implemented quicker. |  |
| **Academic year following the review** | |  |
| **Autumn - Summer** | * Programme Committee oversees actions from review response |  |
| **Summer term** | * PMRC receives one year follow-up report |  |