

Academic Review

Guidance: Academic Operations

This document summarises activities to be undertaken by the Academic Operations team in support of the Academic Review process. The amount of support required will differ between reviews, dependent upon the needs of the academic teams preparing for the review and whether the review will be undertaken online or in-person.

Online Reviews	Activities under A and B are relevant
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In-Person Reviews	Activities under A and C are relevant
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A

ALL REVIEWS (in-person and online)

<i>General admin support</i>	Provide the Discipline Team with administrative support to prepare for the Academic Review. Liaise directly with the academic team to determine what that support might be.
<i>Documentation and Evidence</i>	Provide School-level documentation and evidence (such as statistics) to help the discipline team prepare for the review and for collating a suite of evidence (advance information set) that will be provided to the Review Team.
<i>Schedule of Meetings</i>	Update the review schedule with relevant details of students and staff meeting with the Review Team.
<i>Review Meeting invitations</i>	Arrange invites to students and staff for attending relevant review meetings. This will be either in-person meetings, or online (normally via Microsoft Teams).
<i>Survey distribution</i>	If surveys are to be used to collect student feedback, arrange the distribution of the survey(s) to the relevant cohorts.
<i>Support at the Review Event</i>	Attend the start of each review meeting to ensure students or staff are in attendance (in-person, or remotely connected) and follow-up issues as appropriate. Act as a key contact in case there are issues with the event, or the Review Team needs additional information.

B

ONLINE Reviews only (*in addition to A above 'All Reviews'*)

Room bookings

For online meetings all participants should be connected **individually** (no group connections). However, the discipline team may prefer that a communal space is booked for the students (such as a computer lab).

C

In-person Reviews only (*in addition to A above 'All Reviews'*)

Room Bookings

- Review Meetings - sufficient size to accommodate all participants.
- Review Meetings - boardroom style is required (please arrange for the room to be set up in advance).
- Enhancement Workshop - sufficient size to accommodate participants and activities.
- If different rooms are to be used, they should be in close proximity.

Equipment

A PC and data projection equipment **MUST** be available (the Team needs to work collaboratively on a Word document).

Catering

Organise refreshments and lunch (*please liaise with Academic Quality over the timings*).

Overnight Accommodation

Liaise directly with the externals for the arrangement of overnight accommodation.

Hosting

Liaise directly with the externals regarding dinner arrangements for night 1 of the review (*if the Discipline Team wishes to host the externals; no other members of the review team are normally invited*)