APPENDIX 3 – REVIEW TIMETABLE

EXAMPLE OF AN INTERNAL REVIEW TIMETABLE

Note: The following timetable is an indicative one to be used for reviews involving a wide range of programmes. This may be streamlined where a small number of programmes is being considered. The length of the review event and timetable should be agreed at the planning meeting by the Panel.

TQEC PANEL INTERNAL REVIEW OF LAW
22nd & 23rd April 2010

Panel Members are:
Dr Serafina Cuomo – Department of History, Classics and Archaeology
Ms Alison Diduck – University College London (External Subject Specialist)
Dr Jim Pitts – Department of Biological Sciences (Chair)
Professor John Shepherd – Department of Geography, Environment and Development Studies

Thursday 22nd April 2010 (Room G02, 12 Gower Street)

<table>
<thead>
<tr>
<th>Time</th>
<th>Area for Review</th>
<th>Lead Panel Questioner</th>
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<tbody>
<tr>
<td>18.00 – 19.30</td>
<td>Meeting with undergraduate, Masters degree and research students</td>
<td>All panel members</td>
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Friday 23rd April 2010 (Room G02, 12 Gower Street)

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<tr>
<th>Time</th>
<th>Area for Review</th>
<th>Lead Panel Questioner</th>
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<tbody>
<tr>
<td>10.00 – 10.30</td>
<td>Panel members arrive for private discussion (as required)</td>
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<tr>
<th>Time</th>
<th>Area for Review</th>
<th>Lead Panel Questioner</th>
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<tbody>
<tr>
<td>10.30 – 12.15</td>
<td>Main discussion between the panel and Department covering areas of enhancement identified in any or all of the following categories.</td>
<td>All panel members with lead questioners for possible exploration of individual aspects of the provision.</td>
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<tr>
<td></td>
<td>• Aims of the Provision/Curricula</td>
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<tr>
<td></td>
<td>• Learning and Teaching</td>
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<td>• Student Admission and Progression/Student Profile</td>
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<td>• Learning Resources</td>
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<td>• Assessment</td>
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<td>• Collaborative Provision and Flexible and Distributed Learning</td>
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<td>• Research Degrees</td>
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<td>• Assurance and Enhancement</td>
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<td>12.15 – 13.00</td>
<td>Lunch and private discussion</td>
<td>All panel members</td>
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<td>13.00 – 14.00</td>
<td>Department presentation of one example of enhancement to the Panel – Induction and Skills Programme</td>
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14.00 – 14.30 Panel meeting to consider review feedback

14.30 – 15.00 Oral feedback to the Department


GLOSSARY OF TERMS AND ABBREVIATIONS

ABExCo Academic Board Executive Committee
BETA Birkbeck Excellence in Teaching
BGRS Birkbeck Graduate Research School
BSIS Birkbeck Student Information System
BSN Bloomsbury Skills Network
C&IT Communications and Information Technology
CAS Common Awards Scheme
CCP Central and Collaborative Provision
CLPD Centre for Learning and Professional Development
CMS Content Management System
CPC College Programmes Committee
EAP English for Academic Purposes
eLAG eLearning Advisory Group
FHEQ Framework for Higher Education Qualifications
HEA Higher Education Academy
HEIS Higher Education Introductory Studies
ITS Information Technology Services
MOOD Moodle
NSS National Student Survey
PDR Progress and Development Review
PSRB Professional, Statutory and Regulatory Bodies
QE Quality Enhancement
ASQ Academic Standards and Quality
RDP Research Degree Programmes
SED Self Evaluation Document
SEWP Student Experience and Widening Participation
SICS Specialist Institutions’ Careers Service
SPC Strategic Planning Committee
SSEC Student-Staff Exchange Committee
STQEC School Teaching and Quality Enhancement Committee
TQEC Teaching and Quality Enhancement Committee (College)
VLE Virtual Learning Environment
WebCT Web Course Tools

WEB LINKS
Birkbeck Graduate Research School;
Birkbeck Mission Statement
Collaboration
College’s Common Awards Scheme
Data Protection Code of Practice
Disability and Dyslexia
English Language provision
Financial support information
Framework for Higher Education Qualifications
Higher Education Academy (HEA) Subject Centre;
HE Credit Framework for England,
International Students
ITS (IT Services)
Open evening registration

Postgraduate Training and Research Code of Practice
Professional Accreditation
ASQ
Strategy for Learning Teaching and Enhancement SLATE
Student Union
Subject Librarian
Tableau reports
Term dates
UK Quality Code for Higher Education