

**Postgraduate Research Provision
Periodic Review of [department name]**

DATE & VENUE

09.15	Briefing and private meeting	Panel members only Review Officer – Member of the Registry Quality Assurance & Enhancement Team
10.00	Introduction to the Department (with refreshments)	Director of the Graduate School Panel members Head of Department Director of Postgraduate Studies Postgraduate Tutor Departmental Administrator
11.00	Tour of research facilities	Department to organise a brief tour of their own facilities
11.45	Private meeting	Panel members only
12.00	Lunch and meeting with current research students	A sandwich lunch will normally be held in the department for the Panel and students. The Review Panel should meet with a representative selection of students covering all research themes within the department. There should be a mix of full-time and part-time as well as home and overseas students. The departmental student representative should normally attend as well as students from any collaborative research degree programmes where possible.
13.30	Group meeting with Section Heads (or Deputies) of Research Theme areas (or equivalent)	Department to arrange. Where possible, a representative from any collaborative partners should also be invited to attend.
14.30	Private meeting	Panel members only
14.45	Meeting with Supervisory teams	The Review Panel should meet with a representative selection of supervisors covering all research themes within the department. There should be a mix of new supervisors as well as more established supervisors. Assistant supervisors (Post-docs) should also be invited.
15.45	Private meeting	Panel members only

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16.30	Closing Session	Director of Graduate School Panel members Head of Department Director of Postgraduate Studies Postgraduate Tutor Collaborative Programmes Academic Lead and/or a representative from the International Relations Office where appropriate
17.00	Ends	