
Guidance 5(xii) Institutional Approval Visit Agenda

(All timings are approximate)

Panel:

Chair - senior member of the University

Officer – AQS

1.5 hours	<p>Meeting with senior staff</p> <p>To discuss: history and size of the institution, mission, vision and key objectives, links with other institutions and recognition by other organisations, governance and organisational structure, curriculum development and delivery, quality assurance, finance and funding, recruitment and admission of students, insurance arrangements, recruitment and induction of new staff and monitoring of staff, support and development</p>
30 - 45 minutes	<p>Tour of facilities</p>
45 minutes – 1 hour	<p>Meeting with a representative sample of students</p> <p>To discuss: student experience, assessment, student feedback, academic and pastoral support, library and learning resources</p>
1 hour	<p>Meeting with core teaching staff</p> <p>To discuss: curriculum development and delivery, quality assurance, teaching, learning and assessment, progression and achievement, feedback from students, student academic support, recruitment and induction of new staff, monitoring of staff performance and staff support and development</p>
45 minutes – 1 hour	<p>Meeting with a representative sample of support staff</p> <p>To discuss: student learning, Library and pastoral support, maintenance of records and staff support and development</p>
15 – 30 minutes	<p>Private meeting of the panel to agree conditions and recommendations for the institutional visit report</p>
15 minutes	<p>Closing meeting with senior staff to outline any conditions and recommendations</p>