

Guidance DG(ii)

Standard agenda for the ISR planning meeting

Core Agenda

1. Identification of the scope of the review and the fields to be included. AQS will provide list prior to the meeting for discussion.
2. Identification of the dates of the final review event. ISR events should not be held in July and August.
3. Identification of the key dates in the lead up to the ISR event:
 - Date of ISR
 - 1 week prior to ISR, AQS sends out draft agenda, list of module boxes and any additionally required evidence to be made available in base room
 - 2 weeks prior to ISR, panel submits requests for additional evidence, suggestions for draft agenda and module box sample to AQS
 - 4 weeks prior to ISR, the faculty submits the main contextual document and accompanying advance documentation to AQS
 - At least 2 months prior to ISR, all collaborative visits must have taken place
 - 1 week prior to collaborative visit, panel submits requests for additional evidence, suggestions for draft agenda and module box sample to AQS who sends this out to the faculty.
 - 3 weeks prior to ISR, the faculty submits the collaborative contextual document and accompanying advance documentation to AQS
 - 1 month after planning meeting, and at least 3 months prior to first collaborative event, the faculty submits the panel nomination form to AQS.
4. Identification of the individual(s) responsible for preparing the contextual document(s). It is expected that the contextual document will be widely discussed, and will have been approved by the relevant Board(s) of Study and finally signed off for submission by Head(s) of School and Dean(s)/Dean's nominee(s)).
5. Identification of additional advance documentation to be included with the contextual document (*ie.* any particular supplements to the standard list).
6. Identification of any additional evidence to be provided at the time of the review event where appropriate. For example:
 - PSRB reports
 - information on placements
 - resources used for courses delivered by FDL
 - publicity material
 - locally produced questionnaires

Guidance DG(ii)

Standard agenda for the ISR planning meeting

7. Identification of the individuals responsible for the administration of the ISR who will liaise with Academic Quality & Standards and make the necessary local arrangements.
8. Identification of the panel review team:
 - Chair
 - At least two external review team members. External review team members must be subject specialists and must have experience of audit and review methodologies, including familiarity with the QAA Academic Infrastructure (Framework for Higher Education Qualifications, Code of Practice and Subject Benchmark Statements).
 - Two internal review team members
9. Agree the appropriate range of students, graduates and employers to meet the ISR review team.
10. Consider the essential facilities required by the review team
 - 1 base room with working space, 2 x computers with access to internet and intranet and printer facilities
 - 1 x meeting room
11. Plan the programme for the ISR event. A typical programme is outlined below.

Day 1

1000 – 1015	Brief presentation/introduction by subject team
1015 – 1100	Private review team meeting
1100 – 1230	Discussion with subject team of key items from review team's agenda
1230 - 1315	Lunch break
1315 – 1330	Private review team meeting
1330 - 1430	Meeting with current undergraduate and postgraduate students
1430 - 1630	Analysis of evidence by review team
1630 - 1700	Break
1700 – 1730	Private review team meeting
1730 – 1830	Meeting with employers and recent graduates

Day 2

0930 – 1000	Private review team meeting
1000 – 1130	Analysis of evidence
1130 – 1300	2nd meeting with subject team
1300 – 1330	Lunch break
1330 – 1530	Review team private meeting to agree key matters of good practice/areas for further development to include in feedback
1530	Feedback

Guidance DG(ii)

Standard agenda for the ISR planning meeting

Additional meetings may be scheduled into the event, for example with employers,, placement providers etc, but as far as possible this should not eat into the time available to the review team for review of evidence and for private meetings.

Tours of resources will not normally be part of an ISR but may be included during the event or at the request of review team members if relevant to a particular agenda item.

Additional agenda for collaborative provision to be reviewed separately

12. Typically all collaborative provision should be reviewed separately by the review team.
13. Clarification that it is both the University subject providers and the partner institution(s) that are being scrutinised in the ISR, however Kingston University subject team staff will not be permitted to join the review team in the scrutiny of the partner. Kingston University subject team staff will however be permitted to join the collaborative partner staff in the meetings between them and the panel.
14. Identification of those responsible for producing the contextual document(s) specific to the link(s).
15. Plan the visit to the partner institution. A typical programme is outlined below.

0930 – 1000	Private review team meeting
1000 – 1100	Review team to review evidence
1100 – 1200	Meeting with students (and recent graduates where possible)
1200 – 1245	Private review team meeting
1245 – 1330	Meeting with senior and QA staff
1330 – 1430	Review team working lunch and reviewing of evidence
1430 – 1530	Meeting with subject team
1530 – 1615	Private review team meeting
1530 – 1615	Private review team meeting
1615	Feedback

16. Identification of the sub-set of the main review team to carry out the visit (typically the Chair, one external review team member, and (where feasible) one University review team member).
17. Identification of the range of staff and students (and any others) to be met during the visit.

Guidance DG(ii)

Standard agenda for the ISR planning meeting

18. Identification of any colleagues from the partner institution who will be invited to participate in the main ISR event if required (for the purpose of follow-up to the visit to the partner). Although this might be adjusted following the visit to the partner depending on the emerging issues.
19. Confirmation of the advance documentation that should accompany the contextual document and any additional documentation that should be available at the time of the visit, for example PSBs, placements etc.

Additional agenda for collaborative provision to be included in the main ISR (*ie.* not reviewed separately)

20. The reason/justification for why a collaborative visit will not take place (see paragraphs 101-105).
21. How staff in the partner institution(s) will be briefed about ISR and involved in the preparation of the contextual document.
22. How the ISR review team will be provided with sufficient evidence to establish that standards are equivalent in the franchised field(s) and the student experience is comparable (*eg.* establish a range of evidence specific to the franchised fields, including the identification of module boxes and student work).
23. How information on resources at partner institutions will be obtained and whether visits by subsets of the review team are necessary.
24. How sufficient representatives of partner institutions will be incorporated in the ISR event, with a separate meeting as necessary.
25. How the review team will meet sufficient numbers of students from partners as part of the meeting with students or whether a separate meeting /video conference with students at the partner will be required.