

Timing	Activity	Responsibility
Trinity Term of academic year 2 years before review	Head of Area contacted and sent procedural documents and review guidelines. External reviewer nominations requested from the Head of Area for approval by the working group of College Officers.	Quality Office
Michaelmas Term of academic year prior to review year	External reviewer nominations submitted by the Head of Area for approval by the working group of College Officers. Following consideration by the working group, nominated reviewers are contacted formally by the Quality Office and invited to participate in the review process. Upon confirmation of a reviewer's acceptance of a role in the review process, dates for site visit will be agreed as soon as possible.	The Head of Area /Quality Office
Hilary Term of academic year before review	An information session will be held to assist in the development of the Area's Self-assessment document.	Quality Office
Ongoing in year of review	Self-assessment and support documentation prepared by the Area.	Head of Area
9 weeks before the site visit	Draft self-assessment and supporting documentation and send to Quality Office for consideration prior to the planning meeting	Head of Area
8 weeks before the site visit	Feedback given on draft documentation and review timetable	Head of Area/ Quality Office
7 weeks before the site visit	Review documentation, including a draft timetable, forwarded to the Quality Office for dispatching to the External Reviewers, College Officers and Internal Facilitator in electronic format.	Head of Area/ Quality Office
2 weeks before the site visit	Conference call with Reviewers takes place to discuss the self-assessment and draft schedule	Quality Office/ Reviewers
1 week before the site visit	Reviewers contacted to clarify final arrangements and confirm receipt of self-assessment pack.	Quality Office
2 days before site visit	Review timetable finalised.	Head of Area/ Quality Office
1 day before site visit	Area to set up 'base room' for the duration of the review, where possible.	Head of Area