Template for MusiQuE *institutional* review schedules

# *This schedule is indicative and may be varied by mutual agreement between MusiQuE and the institution. Schedules for programme reviews may also vary).*

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| **Reminder: It is important that the Review Team be offered appropriate working conditions while working on the site:**The Review Team will need:* A separate room for the duration of the review set up for individual work as well as for group meetings. This room should be big enough to accommodate all meetings. The Secretary should be given a copy of the room key in order to ensure that the Team’s belonging are safe while the Team is away
* Appropriate refreshments (water, tea, coffee, fruit, cookies, drinks) available in the room at all times.
* Name-cards with the names of all Review Team members and of all the institution’s participants.
* A computer with internet access (wireless if possible) and a printer.
* Lunches - either at a nearby restaurant (with the assurance that the lunch will be served fast) or through on-site catering in the Review Team’s room. The Review Team may wish to meet on its own during lunch periods.
* A list of all classes/activities available to visit. It is recommended that each reviewer is guided in the building, perhaps by students
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| **Data to be indicated in the final version of the schedule:**Address of the institution and contact personAddress of the hotelArrival and departure details of the Review Team membersContact details of the Secretary |

**Day 1 (half day)**

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| **Time** | **Session (venue as notified by the institution)** | **Names and functions of participants from the visited institution** |
| In advance of the first meeting | Arrival of Review Team members  | N/A |
| 14:00-16:00 | **Preparatory meeting of the Review Team** | N/A |
| 16:00-16.30 | Break |  |
| 16:30-18:00 | **Meeting 1***Example: meeting with the Head of the Institution, institutional/departmental/ programme leaders*  | **As proposed by the institution***Example: Head of institution, institutional/ departmental/ programme leaders* |
| 18:00-19:00 | **Guided tour - Review of the facilities (studios, concert venues, practice facilities, libraries etc.)** | **Guides as proposed by the institution (may include students)** |
| 19:15-21:00 | Dinner | N/A |

**Day 2 (full day)**

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| **Time** | **Session (venue as notified by the institution)** | **Names and functions of participants from the visited institution**(meeting personnel can be combined taking care to ensure conflicts of interest) |
| 09:00-09:30 | **Review Team meeting** |  |
| 09:30–10:30 | **Meeting 2***Example:* meeting with students | **As proposed by the institution***Example: 5-8 students from different years/cycles, studying different subjects, including if possible a representative of the student union/association. All study cycles should be represented.* |
| 10:30-11.00 | Break and Review Team members share conclusions with Secretary |
| 11.00-12.30 | **Meeting 3***Example: meeting with Senior Administrative Officers* | **As proposed by the institution***Example: Heads of Finance, Administration, Library, Quality Assurance and the International Office* |
| 12:30–13.30 | Lunch | N/A |
| 13.30-14:30 | **Review Team meeting** | N/A |
| 14:30-16:00 | **Meeting 4***Example: meeting with artistic and academic staff members* | **As proposed by the institution***Example: 5 professors and teachers from different departments* |
| 16:00-16:30 | Break and Review Team members share conclusions with Secretary |
| 16:30-17:30 | **Meeting 5***Example: Attendance at concerts or other public presentations of students’ work and/or visits to observe classes* | **As proposed by the institution** |
| 17:30-19:00 | **Review Team meeting** | N/A |
| 20:00 | Dinner  | **As proposed by the institution** |

**Day 3 (full day)**

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| **Time** | **Session (venue as notified by the institution)** | **Names and functions of participants from the visited institution** (meeting personnel can be combined taking care to ensure conflicts of interest) |
| 09:00-09:30 | **Review Team meeting** | N/A |
| 09:30-11:00 | **Meeting 6***Example: meeting with representatives of the profession and former students* | **As proposed by the institution** *Example: former students at different stages of professional life. Representatives of the profession and additionally from other external agencies with whom the institution has formal and informal links.*  |
| 11:00-11:30 | Break and Review Team members share conclusions with Secretary |
| 11:30-13:00 | **Meeting 7***Example: meeting with members of the relevant board/academic council* | **As proposed by the institution** *Example: the Chair and/or a member of the relevant board/academic council* |
| 13:00–14:00 | Lunch | N/A |
| 14:00-15:00 | **Meeting 8***Example: extra session if required by the Review Team (members of the team may explore more thoroughly specific area, meet other representatives of their choice* | **As notified by the Review Team** |
| 15:00-17:00 | **Review Team meeting - Preparation for the feedback meeting** | N/A |
| 17:00-18:00 | **Feedback to the institution** | **Leadership of the institution (normally the same personnel as the first meeting)** |
| 18:00-19:00 | Free time |  |
| 19:00 | Dinner | As proposed by the institution  |