

Roles, responsibilities and code of conduct for MusiQuE Peer Reviewers

Last update: September 2017



The instructions below are intended to ensure that meetings held during MusiQuE reviews run well and in a collegial manner. It is important to keep in mind the roles and responsibilities of panel members and to respect the code of conduct.

Roles and responsibilities of panel members

The duties of the Review Team include the assessment of documentation provided by institutions, the undertaking of a site visit to the institution and the production of a review report. The Review Team is composed of the Chair, the peers, the student and the secretary, whose respective responsibilities are outlined below.

1) The Chair is responsible for:

- a) adequately preparing for the review (being familiar with the key documents from the institution and from MusiQuE)
- b) contributing in finalising the site-visit schedule together with the MusiQuE Office and the institution
- c) agreeing with the Review Team members and determining the areas of enquiry (themes to be covered) for each of the meetings with institutional representatives
- d) determining the running order of the meetings (the sequence in which Review Team members will pose their questions)
- e) within meetings:
 - i. making introductions (to this effect, all Review Team members will be introduced as representing MusiQuE and not only their own institutions),
 - ii. taking responsibility for the first section of each meeting with institutional representatives - outlining areas of enquiry etc,
 - iii. directing the order of proceedings,
 - iv. running to time,
 - v. ensuring that all peers are able to pursue their areas of enquiry in full and that, where appropriate, they are enabled to input into other areas,
 - vi. concluding the proceedings having first given the institutional representatives time to add any other relevant information and comments.
- f) outlining the good practice, recommendations and other important points arising from the review in the concluding summary meeting
- g) contributing to the draft review report during the site-visit by assisting the Secretary to summarise the key outcomes of each meeting and, after the site-visit, by providing short contributions in writing, and by giving input on the full report
- h) contributing to the final review report by assisting the Secretary to integrate the comments formulated by the MusiQuE Office, the MusiQuE Board and the institution reviewed upon receipt of the draft report
- i) answering the feedback questionnaire after the review and notifying the MusiQuE Office of any problem in relation to the fellow peers' attitude

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2) Other peer reviewers in the team are responsible for:

- a) adequately preparing for the review (being familiar with the key documents from the institution and from MusiQuE)
- b) during the site visit:
 - i. referring to documents or previous discussions as appropriate
 - ii. ensuring that they observe the order of proceedings as agreed with and directed by the Chair
 - iii. ensuring that their enquiries are focused on the pre-agreed areas of enquiry (themes to be covered) unless otherwise invited by the Chair
- c) contributing to the draft review report during the site-visit by assisting the Secretary to summarise the key outcomes of each meeting and after the site-visit, by providing short contributions in writing, and by giving input on the full report
- d) contributing to the final reviewers report by assisting the Secretary to integrate the comments formulated by the MusiQuE Office, the MusiQuE Board, and the institution reviewed upon receipt of the draft report
- e) answering the feedback questionnaire after the review and notifying the MusiQuE Office of any problem in relation to the fellow peers' attitude

3) The Secretary is responsible for:

- a) adequately preparing for the review (being familiar with the key documents from the institution and from MusiQuE)
- b) delivering a short briefing session for the other Review Team members during the first Review Team meeting
- c) during the site-visit
 - i. writing meetings' minutes,
 - ii. actively assisting the other Review Team members during Review Team meetings by providing overviews of issues discussed and of areas of inquiry still to be covered
 - iii. ensuring that the other Review Team members comment on all areas of enquiry in order to collect sufficient material for writing the report
 - iv. preparing the feedback for the concluding summary meeting, in collaboration with the Chair and the other Review Team members, using the tools provided by the MusiQuE Office
- d) writing the first draft of the review report within the allocated timeframe based on:
 - i. the self-evaluation documentation provided by the institution
 - ii. the minutes taken during the site-visit meetings
 - iii. the comments of the other Review Team members collected during the site-visit
 - iv. any written contribution provided by the other Review Team members shortly after the site-visit and referencing evidence very specifically while maintaining the anonymity of interviewees
 - v. adjusting the first draft of the review report after its circulation to the other Review Team members
- e) preparing the final review report with the assistance of the other Review Team members

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- f) answering the feedback questionnaire after the review and notifying the MusiQuE Office of any problem in relation to the fellow peers' attitude

Code of Conduct for Peer Reviewers

At the time of first contacting potential Review team members, all those responding positively are asked to confirm that they subscribe to the Code of Conduct for Review Team members. This states that all Review Team members should:

Integrity

- a) be free of conflicts of interest (as defined in the declaration of honour and the corresponding questionnaire)
- b) handle all data with the utmost confidentiality
- c) observe and report any potential detection of fraud or corruption at the institution immediately to the Chair
- d) refrain from using any information related to review procedures as a means of making monetary profit without notifying MusiQuE

Review attitude

- e) ensure that a fruitful dialogue takes place during the site visit
- f) be committed to acting as members of a team at all times, i.e., to work cooperatively, under the direction of the Chair
- g) avoid referring to their own (institutional) experience, as well as giving informal advice and feedback, unless by permission of the Chair
- h) avoid voicing any directly comparative value judgment during the meetings (be it negative or positive)
- i) avoid interruptions of colleagues or institutional participants, leaving time for the latter to have their say
- j) consider the internal objectives and strategies of the institution in addition to the QA/accreditation standard (rather than the QA/accreditation standards only)
- k) consider the relationship between all aspects examined (such as facilities, teaching, research)
- l) reference the evidence provided in careful and specific terms while ensuring the anonymity of interviewees (e.g. by mentioning "students met by the Committee" instead of just "students").
- m) agree to transfer to MusiQuE the intellectual property of all works created in connection with this procedure, including specifically any written reports. The results of services provided by the peer reviewer may be incorporated into reports issued by MusiQuE and shall not be attributed to the peer reviewer personally, except insofar as this is made clear in the published report.

Ethical/Cultural Considerations

- n) respect the local culture of the institution
- o) be free of perpetrating any form of discrimination
- p) report any case of emerging conflict or cultural discordance timely to the Chair, and avoid taking any individual action in such instances

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- q) notify the Chair in case of any unanticipated material exchange with the institution (such as receiving gifts)