Imperial College London

Periodic Review of Research Degree Provision
Draft Schedule for Remote Review via MS Teams

- Series of meetings will be set up individually on MS Teams
- There will be specific invitees for each meeting – departments will need to nominate the correct staff to attend.
- Meetings will be recorded for note-taking purposes then deleted once final report is agreed. The exception to this may be the meeting with current students to allow them to voice opinions in confidence.

DAY ONE

Meeting no.	Time	Purpose	Required Attendees
1.1	09.15 – 09.45	Welcome and briefing meeting	Director of the Graduate School Panel Members: Panel Chair Internal and External Reviewers Student Representative Review Officer
1.2	10.00 – 10.45	Introduction to the Department	Panel members Head of Department Director of Postgraduate Studies Postgraduate Welfare Tutor Departmental PGR Administrator(s)
1.3	11.00 – 11.20	Private meeting	Panel Members
1.4	11.30 – 12.15	Meeting with current research students	Panel members A mix of students including PT, FT, self-funded, on scholarships, Home, EU and Overseas.
1.5	12:15-12.30	End of session meeting	Panel members

Afternoon of Day One

- Panel members can submit any further questions or requests for information during the afternoon. Review Officer to do initial capture of any commendations / recommendations or queries and circulate for next day.

- Department could offer optional virtual tour if available or requested by Panel.

DAY TWO

Meeting number	Timing	Purpose	Required Attendees
2.1	09.15-09.50	Briefing meeting (review session notes)	Panel members
2.2	10.00-10.30	Group meeting with Section Heads of Research Theme areas	Panel members Section Heads
2.3	10.45 – 11.15	Meeting with Supervisory teams	Panel members Supervisory teams Assistant Supervisors
2.4	11.20 – 11.50	Private meeting	Panel members
2.5	12.00 – 12.30	Closing Session	Panel members Director of Graduate School Head of Department Director of Postgraduate Studies Postgraduate Welfare Tutor Departmental PGR Administrator(s)