



TIME SCALE

FOR THE QUALITY REVIEW
OF A UNIT



Cycle

The institution will conduct a review of each academic and service unit at regular intervals but in any case not less than once in every five years. For this purpose the institution's quality committee will prepare a schedule of the units to be reviewed over the cycle.

Time Scale for Review of a Unit

Stage 1 → SELF-EVALUATION

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| -12 months | Quality office initiates the formal process of quality review
Information and documentation sent from the quality office to the unit |
| -11 months | The parameters of the self-evaluation are agreed by an appropriate 'pre-evaluation' committee |
| -10 months | Unit selects coordinating committee
Coordinating committee begins work on drafting the self-evaluation report, including collection of data, surveys, self-critical analysis |
| -8 months | Quality committee considers nominees for peer review group |
| -8 months | Quality committee appoints peer review group
Quality office conducts all liaison with reviewers |
| -1 month | Self-evaluation report completed and sent to peer review group |

Stage 2 → PEER REVIEW AND SITE VISIT

Stage 3 → FOLLOW-UP

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| +1 month | Peer review group report received by quality office and sent to unit for correction of clerical and factual errors |
| +2 months | Peer review group report is finalized and sent to the quality committee |
| +3 months | In consultation with the director of quality assurance the unit prepares a quality improvement plan based on the recommendations for improvement contained in the peer review group report. The plan will contain realistic, achievable, measurable and time-lined actions. |
| +4 months | The quality improvement plan is approved by the quality committee and sent for approval to the appropriate high-level committee dealing with overall strategic planning
Progress in the implementation of the actions contained in the plan will be monitored by the quality committee |