

**Guidance 5(xii) Institutional Approval Visit Agenda**

**Middlesex University**

**Institutional Approval Visit – [DATE]**

**Venue [Insert Address]**

**University IA Panel:**

Chair -

Officer -

**Agenda**

<b>Time</b>	<b>Duration</b>	<b>Activate Learning Participants</b>	<b>To discuss</b>
TBC	30mins	<b>Private Panel Meeting</b>	
	1.5hrs	Senior staff meeting:  <b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title	History and size of the institution, mission, vision and key objectives, links with other institutions and recognition by other organisations, governance and organisational structure, curriculum development and delivery, quality assurance, finance and funding, recruitment and admission of students, insurance arrangements, recruitment and induction of new staff and monitoring of staff, support, and development.
	10mins	<b>Break</b>	
	40 mins – 1 hour	Meeting with representative group of students (up to 10)  <b>Name</b> , Programme and Year Study <b>Name</b> , Programme and Year Study <b>Name</b> , Programme and Year Study <b>Name</b> , Programme and Year Study <b>Name</b> , Programme and Year Study  <i>Please note, only students should be present at this meeting.</i>	Student experience, assessment, student feedback, academic and pastoral support, VLE and learning resources
	10mins	<b>Break</b>	

	40mins – 1 hour	<b>Name</b> , Title <b>Name</b> , Title	Tour of Facilities Tour of VLE and Student Records System
	30mins	<b>Lunch/Private Panel Meeting</b>	
	1 hour	Meeting with core teaching staff.  <b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title	Curriculum development and delivery, quality assurance, teaching, learning and assessment, progression and achievement, feedback from students, student academic support, recruitment, and induction of new staff, monitoring of staff performance and staff support and development.
	10 mins	<b>Break</b>	
	45 mins - 1hr	Meeting with representative group of support staff.  <b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title	Student learning, Library and pastoral support, maintenance of records and staff support and development
	30 - 45mins	<b>Private Panel Meeting</b> - to agree conditions and recommendations for the institutional visit report	
	15mins	<b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title <b>Name</b> , Title	Closing meeting with senior staff to outline any conditions and recommendations