

University of Edinburgh – Quality Year Planner 2022/23

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Enhancement-led Institutional Review	Preparation of documentation for Institutional Liaison Meeting	1 st submission of documentation 14 th Institutional Liaison Meeting										
	Ongoing throughout the year: Enhancement-led Institutional Review 2021 actions											
Internal Periodic Review (IPRs)	Review visits				Review visits							SQAC: themes report
	Ongoing throughout the year: preparation for and management of visits; recruitment and training of review team members; support for reviewers and review areas; support for preparation of reflective report and supporting documentation; coordinating review report approval and consideration of follow up reports											
Annual monitoring, review and reporting		24 th Deadline: College annual quality reports (on 2021/22)									21 th Deadline: School annual quality reports	Sub group reviews School reports, outcomes submitted to SQAC
	Programme annual reporting - annually in time to inform the School annual quality report											
External Examiners (EE)		30 th Deadline: PGT reports (2021/22)	Respond to PGT reports within six weeks							30 th Deadline: UG reports	Respond to UG reports within 6 weeks	
			SQAC: EE report numbers				SQAC: EE report thematic analysis					
Accreditation									Schools advise AS of programmes reviewed by other bodies in 2022/23			Forms an appendix to annual SFC report by 30 th
Student Support Services Annual Review		7 th Deadline: service reports	8 th outcomes reported to SQAC									

SQAC = Senate Quality Assurance Committee SFC = Scottish Funding Council PGT = postgraduate taught UG = undergraduate AS = Academic Services

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Ongoing throughout the year: student support thematic review; student engagement (student representatives, student-staff liaison committees, student feedback); and engagement with Enhancement Themes.