

University of Suffolk
Institutional Review of
[Partner Institution]

[Date]

[Location]

Contact on the day: [name and phone number]

AGENDA

- 09.30 Arrival, coffee/tea and welcome by the Chair
- 09:45 Introductory presentation by partner staff
- 10:00 Private meeting of the review panel: introduction to institutional review, background to the partnership, and initial discussion
- 11:00 Tour of facilities and resources
- 12:00 Structured meeting with students (with coffee/tea)
- 12:45 Working lunch for panel
- 13:15 Meeting with partner staff
- 14:45 Meeting with employer representatives (where relevant)
- 15:15 Private meeting of the review panel: conclusion and recommendations (with coffee/tea)
- 16:15 Feedback to partner staff
- 16:30 Close