Information for Students meeting with Quality Review Groups <u>Review of UCD XXX/School of XXX, XX Month 201X</u>

Thank you for agreeing to meet with the Review Group. Feedback from students about their experience at UCD and their programme of study is very important and we appreciate you taking the time to participate in this review. Students who participated in earlier reviews, have told us about the information that they think would be helpful for fellow students meeting a review group and this has informed the brief outline below, about what to expect from your meeting with the Review Group. Further information is available in the *Frequently Asked Questions* section on the UCDQO website: http://www.ucd.ie/quality/informationforstudents/.

The Quality Review Process at UCD

1. Self- assessment	 a self-assessment report (SAR) is prepared by the school/unit under review the SAR is a reflective document outlining what the school/unit is trying to do; how they are trying to do it; how they know it works; and what they could change in order to improve. Feedback from staff, students and stakeholders is sought as part of the SAR preparation the SAR is confidential to the school/unit under review
	 a review group (RG) visits the school/unit for 2-3 days the RG meets with staff, students and other stakeholders, including current students, graduates and employers
2. Review	 the RG writes a report commending good practice and recommending improvements the review group report is published, following acceptance by the UCD Governing Authority and consideration by UMT
\searrow	• the school/unit prepares a quality improvement plan (QIP) outlining how the school/unit will address the recommendations included in the review group report
3. Follow-up	• 12 months after the review, the school/unit prepares a progress review report and meets with the Registrar to review the school/unit's progress addressing the recommendations

What is the review meeting about?

In addition to the many mechanisms that are in place to enhance quality and standards, UCD reviews its schools and support units approximately every 6-7 years. The Review Group (RG) has read the School/Unit's Self-assessment Report and is visiting UCD to meet with staff, students and other stakeholders. Following the site visit the RG will write a report commending good practice and making recommendations for improvement.

What will the meeting be like?

The meeting is a confidential informal conversation about your experience at UCD and in your programme. You will meet the Review Group (RG) for about an hour, along with 5-10 other students. The RG is interested in learning about what you think works well and what you think could be improved. The RG will have a number of questions based on their reading of the SAR. Examples of the sort of questions that the RG might ask include: Why did you choose the programme you are on? How does the School communicate with you? Do you feel that your feedback is important to the University? If there was one thing you could change about your programme what would it be? Would you recommend UCD/your programme to a friend? There are no right or wrong answers! Students will also have an opportunity to comment on any aspect of their experience.

Why does the Review Group want to meet students?

Hearing from students is one of the key elements of the quality review process. It is important to Review Groups to understand the student experience at UCD. Review Groups consider how a school/unit operates in light of how it impacts on the student, whether in positive and/or negative ways. Your experiences are one of the most important inputs to their deliberations.

Who will you meet?

The Review Group members are:

This section will be tailored to include specific details for each individual review site visit.

What do you need to do to prepare for the meeting?

Take some time to reflect on your experience at UCD. Think about the things that you consider work well. Think about the things that you believe don't work as well and what could be done to improve them. Be constructive and remember this is an opportunity to have your voice heard!