

ACCREDITATION THROUGH PARTNERSHIP



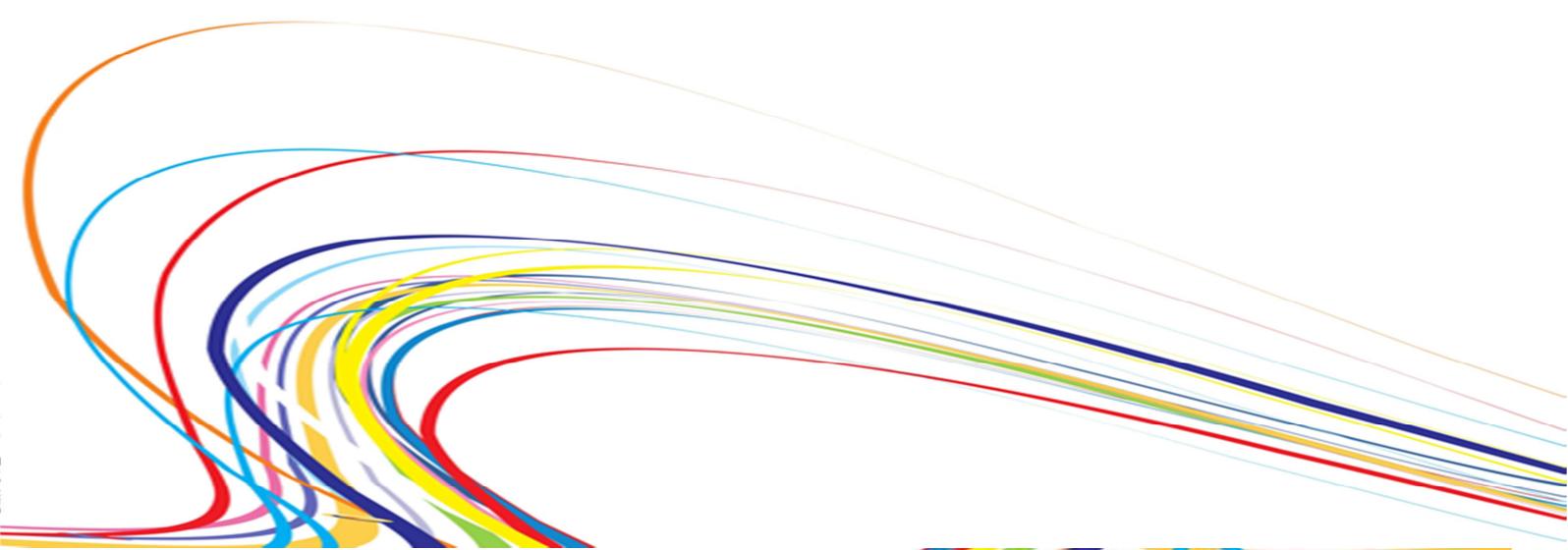
The British
Psychological Society
Partnership & Accreditation

Suggested timetable: combined partnership visit to an MSc and a Doctoral programme

The timetable below provides a guide for education providers planning for a combined partnership visit to an MSc and a Doctoral programme. It is a suggested timetable; therefore we are keen for you to propose a timetable that best meets your needs.

Please remember to let us know about any specific areas of your programme and its development about which you would particularly welcome the input of the Society's reviewers. This will enable us to plan our time effectively in relation to each meeting, and ensures that, as a partner to this process, you have appropriate opportunities to influence the content and direction of the visit.

If you have any questions about planning for your visit, please get in touch with the Partnership and Accreditation Team at pact@bps.org.uk.



Day 1

12 noon	Arrival at university site
12:00	Working lunch and private meeting of visiting team This meeting enables the Society's visiting team to share their views on and responses to the documentation they have received in relation to both programmes, plan what they would like to discuss with different participants in the visit, and agree which members of the team will lead on particular areas of the discussion.
14:00	Meeting with MSc students This meeting allows the panel to gauge students' experience of the programmes being considered at the partnership visit. The meeting should ideally include around 8-10 students from your programme, although if more wish to attend they are more than welcome to do so. Any issues raised will be discussed with the programme team in general terms if appropriate.
15:00	Private meeting of visiting team / comfort break
15:15	Meeting with MSc programme team This meeting will focus on both quality enhancement themes – what makes your programme distinctive, and what are its key areas for development? – and on specific areas of discussion that have arisen from our reviewers' reading of your documentation for the MSc programme. The visiting team will endeavour to raise all key areas at this meeting for your initial responses.
16:30	BPS team travel to their hotel
19:00	Dinner (BPS visiting team only)

Day 2

08:30	Arrival at university site
08:45	<p>Private meeting of visiting team</p> <p>This enables the visiting team to review their initial impressions, formulate preliminary commendations, recap on their priorities for the second day of the visit, and develop a strategy to address any concerns.</p>
09:00	<p>Meeting with Doctorate trainees</p> <p>This meeting allows the panel to gauge trainees' experience of the programmes being considered at the partnership visit. The meeting should ideally include around 8-10 students from your programme, comprising representatives from each cohort, although if more wish to attend they are more than welcome to do so.</p> <p>Any issues raised will be discussed with the programme team in general terms if appropriate.</p>
10:00	Private meeting of visiting team / comfort break
10:15	<p>Meeting with Doctorate programme team</p> <p>This meeting will focus on both quality enhancement themes – what makes your programme distinctive, and what are its key areas for development? – and on specific areas of discussion that have arisen from our reviewers' reading of your documentation for the Doctoral programme. The visiting team will endeavour to raise all key areas at this meeting for your initial responses.</p>
11:30	Private meeting of visiting team / comfort break
11:45	<p>Meeting with placement supervisors</p> <p>This meeting allows the panel to discuss issues with placement providers and supervisors. You should also consider whether there are any other <i>external</i> stakeholders who would wish to have an input into this meeting. Members of the programme team or other HEI staff involved in the delivery or management of the programme should not attend.</p>
12:30	Lunch
13:30	<p>Meeting with University senior management</p> <p>This meeting allows the team to discuss both the MSc and the Doctoral programme with those responsible for their resourcing and financing. It is a chance for the team to learn more about the ways in which the programmes fit within the wider Departmental and institutional strategy, and to promote the value of the programmes as part of the University's wider portfolio, including research. There is also the opportunity to identify resource and support issues and open discussions on ways forward.</p>
14:30	Break
14:45	Meeting with senior members of the programme teams
	<p>This final meeting enables the visiting team to follow up on and seek resolution of any outstanding issues, questions, and points for clarification with the Programme Director(s) and any other senior team members who are available to attend. The team will not need to meet with the programme team as a whole. There is also a final opportunity to explore and contextual factors which might inform the tenor of the report.</p>

	<i>In the event that this meeting is not required, the timings of subsequent meetings may be brought forward.</i>
15:15	Private meeting of visiting team
	This final private meeting of the visiting team will be used to formulate and finalise feedback. It may be that the full allocation of time is not required, but visiting teams will want to give thought to the different ways in which issues can be expressed, and the impact that their feedback will have.
16:00	Feedback to the programme team
	The visiting team will give informal feedback on its recommended outcome and any conditions, recommendations or commendations. The feedback session is open to the programme team plus any other colleagues that the programme wishes to invite.
16:30	Visit concludes