UNIVERSITY OF LIMERICK
OLLSCOIL LUIMNIGH

Quality Review Site Visit Overview and Schedule

Quality Review Group (QRG) Commitments

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Quality Support Unit

July 2021

Virtual Quality Review at the University of Limerick

Under exceptional circumstances, quality review visits may be held "virtually". This virtual quality review will comprise of an enhanced desktop review followed by a series of online meetings on MS Teams. The University of Limerick's Quality Committee (a sub-committee of the university's Executive Committee) are responsible for granting approval to run quality reviews virtually. Given the Covid-19 pandemic, all quality reviews post March 2020 have been conducted virtually; at the time of writing these virtual reviews have been approved until the second half of 2022.

Overview of Virtual Quality Review Process and QRG Commitments

The quality review of the unit is led by a Quality Review Group (QRG). The composition of the QRG varies depending on the unit being reviewed (see below).

The review process will consist of the following stages:

Pre-site visit	• Preparation of a Self-Assessment Report (SAR) by the unit • The chairperson will be requested to review a draft version of the unit's SAR ~8 weeks prior to the review (~half day) & advise the Quality Team lead of any suggested changes to the SAR. • Submission of the SAR and supporting documentation to the QRG **6 weeks prior to the review visit.** • The QRG chair will assign SAR chapters to each reviewer. The reviewer will be asked to lead on those chapter topics during the site visit. • QRG members will review the SAR, concentrating on their lead topics (~half day). For each of their lead topics they will be asked to return a 1-page form detailing their initial impressions & pinpointing any additional information they may require by approx. **1 week prior to the review visit.** • 1 x ~1 hour briefing session **1 week pitot to the review visit** with the entire QRG (additional briefing session with **chair ~4 weeks prior to review**, ~1 hour long) and the University's Director of Quality and Review Coordinator.
Virtual site visit	• Usually 4 x ½ days Mon, Tues, Thurs, Fri and hosted on MS Teams. • The QRG will meet with senior management, members of the unit and key stakeholders over this week. • On the final day, the QRG report will be completed onsite and read back to the unit. • The draft site visit schedule, is given below
Post site visit	• Any proposed changes to the QRG report (factual accuracy check only) will be discussed with the chair prior to implementation. • QRG members will have no further tasks to complete in relation to the QRG report after the site visit; however, they will be notified when the finalised QRG report has been published on the Quality Support Unit (QSU). • QRG members will be surveyed on the effectiveness of the quality review process. • QRG members will be requested to complete and return expenses forms for honoraria to the QSU.

Table 1 Virtual Quality Review Process Overview for QRG

Virtual Site Visit Schedule

The QRG will be provided with a detailed schedule prior to the review. The entire quality review will be hosted on MS Teams and all meetings will take place on MS Teams. The draft schedule [1]will resemble the following:

Monday, ½ day	Meet with senior UL management team and unit senior management
Tuesday, ½ day	Unit review activity
Thursday, ½ day	Unit review activity
Friday, ½ day	Completion of report & read-back to unit

Table 2 Draft Virtual Site Visit Schedule

Note that the QRG report is completed "on-site" and read back to the unit on the final day. The QRG's role is completed at this stage, with the exception of the QRG chairperson. No changes are allowed to the QRG report after this point, except any amendments required for factual accuracy. The QRG chairperson is responsible for reviewing and approving any amendments (factual accuracy only) that arise after the unit's senior manager has completed a factual accuracy check of the report.

QRG appointment

The Director of Quality, or nominee, consults with the head of unit and/or independently identifies potential QRG candidates. The Director of Quality, or nominee, exercises due diligence in relation to the suitability of all potential QRG members. Once satisfied with the calibre, impartiality and independence of the potential candidates, the Director of Quality makes recommendations on the composition of the QRG to the relevant senior officer (see Table 4 QRG Composition, Approval and Appointment) who then appoints the group. Letters of invitation are issued from the relevant senior officer.

Once appointed and prior to the site visit, any necessary communication between the unit and members of the QRG should be facilitated by the QSU.

Quality Review Group Composition

The QRG composition varies according to the type of unit that is being reviewed. The table below lists the "standard" composition of each review group. Additional members may be added to this "standard" composition at the discretion of the Director of Quality, if deemed to ensure full coverage of all of the activities of a unit.

Unit	QRG composition	QRG approval & appointment
Faculty	- Chairperson (discipline-specific) 2 x senior academics 1 student representative 1 industry/employer representative 1 recording secretary	Provost &Deputy President
Research Institute	- Chairperson (discipline-specific) 2 x senior peers - Sectoral/industrial representative 1 student representative 1 recording secretary	Vice President Research (approval), Provost &Deputy President (appointment)
Professional Services / Support Unit	- Chairperson 2 x cognates	Relevant Chief Officer

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[1] May change subject to the availability of QRG members. All times in GMT. ½ day is usually ~5 ½ hours in duration e.g. 12 noon – 17.30

Unit	QRG composition	QRG approval & appointment
	1 internal (UL) reviewer 1 student representative 1 recording secretary	
Affiliates	Varies depending on the activities of the affiliate. Will always comprise of a minimum: - Chairperson 2 x senior peers / academics And other QRG members as appropriate, such as but not limited to: 1 student representative 1 employer / industrial / employer representative 1 corporate governance expert 1 internal (UL) representative	Provost &Deputy President or Relevant Chief Officer

Table 3 QRG Composition, Approval and Appointment

Honorarium rates for QRG

The university will offer a personal honorarium (*subject to tax)* to members of the QRG[2]. The honorarium rates are provided in the table below.

QRG member representation	Rate
Chairperson	€2,000
Cognate	€1,600
Secretary	€1,600
Sectoral / Industrial / Employer Rep	€1,600
Senior peer / academic	€1,600
Student	€1,600

Table 4 Honorarium rates for QRG

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[2] This honorarium is payable to members of the QRG that are external to the University of Limerick only (it is not payable to internal UL staff that participate as QRG members).