



UIA full report visit to an architecture study programme

	day and time	activity	guidance for report group	guidance for school
	Sunday 11th			
	day 1	report group's first private meeting	introductions and chair's briefing	
	18.00	hotel conference		
	18.15	review previous relevant documentation	identify issues for clarification and investigation during visit	
		review school's documentation	consider self appraisal; identify matters for clarification and investigation during visit	
	19.00	prepare for meetings with head of architecture, course leaders	identify topics for discussion; agree and allocate questions to report group members	prior to visit, senior academics to be briefed re. purpose of visit, and scope of school and studio introductions
	19.15	prepare for meeting with students	discussion of academic delivery, standards, facilities, external links to other schools, practice etc.	prior to visit, students to be briefed re. role and remit of report group
	19.30-20.00	allocate tasks for first day of visit	report group considers all levels of course equally: <ul style="list-style-type: none"> ▪ design studio projects at all levels ▪ technology and communication submissions ▪ dissertations and other written work ▪ practice, management, and law case studies and other written work related to professional practice/practical training 	prior to visit, staff to be briefed re. role and remit of report group

	day and time	activity	guidance for report group	guidance for school
JF + FR	Monday 12th day 2 morning 09.00	report group arrives at school	establish base	provide base room for private discussion: private, acoustically secure/telephone and internet access simple catering /adequate size
Tots	09.30	meet head of architecture and direction team	clarify school's academic mission; consider issues arising from school's documentation	head of architecture to introduce school's academic agenda and coursework offer, highlighting relevant issues for report group
JF + JA IB MP	10.30	meet course leaders	review exhibition, and sample folios; initial consideration of work	course leaders introduce exhibition and folios
	11.15	break	consider initial questions arising from introduction to exhibition and academic folios	
	11.30		Individual presence of members in divers workshops projects presentations	
AP + CG	13.00	inspect facilities	visit studios, workshops, IT, library, and research facilities	nominate student guides to assist board in locating facilities
FR + JF JA IB MP	14,15	buffet lunch with students	completion by 14,15essential; return to base room for short discussion	informal, with no discussion of progress of visit; completion by 14,15 essential
	14.45	report group private meeting	prepare for student meeting; generate agenda from student course appraisal; nominate student member to facilitate	
	15.15	meet students	explain purpose of report group visit; encourage all students to contribute	ensure students attending represent all years of the course; no staff members to be present
	16.15	report group private meeting	discuss student meeting; consider questions for staff meeting	
	16.45	report group private view of exhibition and folios	private discussion to consider requirement for additional material	report group may ask course leaders to further clarify work
	17.15	report group private meeting	review work against criteria; report group discusses preliminary headlines; chair and secretary draft key points	
	18.30	complete first full day of visit	clarify need for additional meetings, and/or material	cars arrive to return report group to hotel
	20.00 hotel	report group private dinner	informal discussions continue	private event

	day and time	activity	guidance for report group	guidance for school
	Tuesday 13th day 3 morning 09.30	report group private meeting	prepare questions for head of institution	
JR + JF	10.00	meet head of institution	discuss school's self appraisal, resources, future plans	person or persons attending meeting to have overall financial/strategic responsibility for architecture
JR + FR	10.45	meet external assessors and examiners (PFC Juries)	discuss role of external assessors and examiners; assessors'/examiners' reports, and school response	>50% of external assessors and examiners required to attend
	11.45	break	prepare for meeting with registration body/bodies	
JR + CC	12.00	meet registration body/bodies (COAC)	discuss national/local licensing procedures for architects; links with schools	brief registration body/bodies on purpose of report group's visit
	12.45	report group private meeting	discuss key points arising from meetings	
JR + FR	afternoon 13.00	buffet lunch with staff	completion by 13.45 essential; return to base room for short discussion	informal, with no discussion of progress of visit; completion by 13.45 essential
	13.45	meet academic staff	encourage broad discussion, with staff raising issues and replying to report group questions	head of architecture and head of institution should not be present at meeting
	15.15	report group private meeting	discuss key points arising from meetings	
	15.30	report group private meeting	review work against criteria; consider need for additional meetings, and/or material	all work remains available for inspection
	16.00	report group private meeting	report group discusses key points; chair and secretary draft key recommendations and commentary against criteria	all work remains available for inspection
	18.00	complete second full day of visit		cars arrive to return report group to hotel
TBD	20.00	report group dinner		

	day and time	activity	guidance for report group	guidance for school
	Wednesday 14th day 4 morning 09.00	prepare for meeting with practitioners	consider connections between academic work and professional practice	
JR + FR	9.30	meet national and regional practitioners	discuss national and regional context of professional practice; workload, employment levels, graduate skills	invite broad cross section of local and national practitioners representing small, medium, and large practice
ER + CC	10.30	meet course leaders responsible for professional practice	review work related to prof'l practice/practical training; consider connections between academic work and professional practice/practical training	display professional practice/practical training submissions separately; course leader introduces work
	11.15	break	private discussion; consider need for additional meeting/s	brief key course members to be available if required
	11.30	report group private meeting	consider requirement for additional material, and/or clarification by academic staff	all work remains available for inspection
	afternoon			
	13.00	report group private lunch	discuss findings for reporting back to school	light buffet lunch served in base room; completion by 13.45 essential
	13.45	report group private meeting	chair and secretary complete report headlines for discussion with report group	all work remains available for inspection
	14.15	report group private meeting	chair and secretary complete remainder of report in discussion with report group	all work remains available for inspection
Tots	17.00	present report to school	present report to senior academics; copy and sign report	head of institution, head of architecture, and course leaders to be present; agree to distribute report to all academic staff for discussion following completion of visit
	18.00	complete visit	chair and report group leave school	cars arrive to return report group to hotel
TBD	20.00	report group dinner		