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**PGR INTERNAL PERIODIC REVIEW**

APPENDIX 6

SUGGESTED AGENDA FOR PRELIMINARY MEETING OF THE PANEL CHAIR, PANEL SECRETARY, DEAN OF REVIEW AREA AND AQSD REPRESENTATIVE

This meeting should take place at least one week before the Periodic Review.

1. Clarify any matters arising from scrutiny of the SED and theme(s) for the review

2. Request any further information/documents

3. Confirm arrangements for meetings

4. Confirm staff participation in aspects meetings (the Panel should meet with a representative range of staff)

6. Confirm arrangements for the meeting with students

7. Respond to any queries/problems/worries in the School/ Institute

8. Any other business