

3.6 Timetable for international exploratory visit

day and time	activity	guidance for board	guidance for school
evening prior to visit (suggested 18.00-20.00)	board arrives at hotel and holds preliminary meeting	introductions and chair's briefing; identify issues for clarification and investigation during visit	school arranges for board to be met at airport and taken to hotel; private room (and conference room) available at hotel
day 1			
9.00	board arrives at school, establishes base	private discussion	provide lockable base room for private discussion: <ul style="list-style-type: none"> ▪ private, acoustically secure ▪ computer, with internet access ▪ printer ▪ projection screen ▪ simple catering ▪ adequate size
9.30	board meets head of institution (rector/president)	discuss school's position statement, resources, future plans	where English is not school's first language, an interpreter should accompany the board; preferably, interpreter must not be staff member, or student connected with school; the head of institution is the most senior academic manager, typically a Vice-Chancellor, Rector, or Principal
10.00	board meets head of school/architecture budget holder	clarify school's academic mission; consider issues arising from school's documentation	ensure academic position of school is clearly communicated to board
10.30	introduction to exhibition; staff (perhaps with students) <u>briefly</u> explain work of each year	request that exhibition introduction runs to time	course leaders introduce exhibition; ensure exhibition helps board understand content and structure of course(s), with representative student project work across <u>all</u> subject areas
11.30	tour of facilities	visit studios, workshops, IT, library, research facilities	nominate student guides to assist board in locating facilities
12.30	lunch; discussions with staff, students		informal stand up buffet; progress of visit <u>not</u> to be discussed
13.30	board private view of exhibition, portfolios	consider requirement for additional material	no staff or students should be present; brief facilitator re. location of all relevant material
16.00	meeting with reps. of national architects' association	consider professional context; employability, routes to licensing, scale and scope of local/national practice	

17.00	board private meeting	private discussion of preliminary comments	
17.30	board leaves school		
20.00	board private dinner		
day 2			
9.00	board private meeting	discuss issues for clarification and investigation; prepare questions for student meeting	
9.30	board meets students	briefly explain RIBA validation; discuss student experience; encourage all to participate	meeting open to all students from all years (>10% total student number required); no staff (or facilitator) to be present
10.30	board private meeting	discuss student meeting; prepare questions for staff	
11.00	board meets staff	briefly explain RIBA validation; discuss staff perspective of course/s	meeting open to all part and full time staff; head of architecture/budget holder should not be present
12.00	completion of outstanding tasks	(e.g. continued inspection of work, consideration of additional material)	
13.00	board private working lunch	chair discusses possible recommendations	buffet lunch served in baseroom
14.00	board private meeting	board considers recommendations; starts drafting report headlines	
16.00 (approx.)	meeting with head of architecture (and small number of invited senior academics)	reports recommendations of board and main observations to senior academics	private informal briefing; other faculty members not normally present; findings preliminary, subject to refinements in drafting and approval of RIBA
16.30	board leaves school		school arranges for board to be taken to hotel
19.30	board dinner		
following visit	schedule as for UK exploratory visit (above)		