

12. The Initial Meeting

The QSU on behalf of the IQR panel, in liaison with Pro-Rector for Quality Assurance, schedules an initial meeting with FICS Dean/Director and the relevant Heads of Departments and/or programme coordinators. The aim of this initial meeting is to discuss, clarify any queries and plan ahead for the PPR process. It also serves as the first point of contact between members of the IQR panel and the FICS undergoing a PPR.

Initial meetings for all PPRs scheduled for a particular academic year should take place at the beginning of that academic year. During this meeting, the main points of discussion will be as follows:

- Explaining the PPR's rationale within the context of UM's QA framework
- Introducing the members of the IQR panel
- Outlining the PPR process throughout the academic year
- Sharing the SED template and briefly explaining the various sections
- Presenting the draft list of programmes for review as prepared by QSU, to be discussed with the Dean and finalised
- Enquiring whether a separate meeting with academic staff involved in the programmes should be organised
- Discussing with the Dean to agree on a date for the following:
 - Deadline for SED(s) submission
 - Quality Collaboration Visit(s) (academics)
 - Stakeholders' Meeting(s)
- Requesting the contact details of the student representatives on the FICS Board / Board(s) of Studies to be contacted by QSU for the student meeting as part of the Quality Collaboration Visit
- Requesting the FICS to start identifying and preparing a list of external stakeholders (to include name & surname, designation and email address) that will be invited to attend the Stakeholders' Meeting(s)
- Sharing the relevant PPR links on the **UM website**