

26 September 2014

Professor Edward Acton  
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Dear Professor Acton

### **QAA Higher Education Review 2015-16**

Higher Education Review is the review method for QAA subscribers and other providers with access to funding from the Higher Education Funding Council for England (HEFCE).

The current handbook for Higher Education Review is available on the QAA website:  
<http://www.qaa.ac.uk/publications/information-and-guidance/publication/?PubID=2672>

We publish a schedule for Higher Education Review based on parameters already agreed by HEFCE and clarified in the handbook. The schedule shows that your institution is due to be reviewed in the autumn term 2015.

In order for us to identify the exact dates of your review, I should be grateful if you would provide us with details of your academic term/semester dates and major examination periods for the academic year 2015-16. This will allow us to avoid those periods when a review cannot take place. This information should be returned to me ([k.cole@qaa.ac.uk](mailto:k.cole@qaa.ac.uk)) by 13 October 2014.

When we receive the information requested we shall write again as soon as possible to confirm the exact week in which the review visit will take place and to provide information about the overall schedule for the review.

### **Preparation for review**

To support your preparations, representatives from your institution will be invited to attend a general briefing for providers undergoing Higher Education Review. This will be followed later on by a briefing aimed specifically at those colleagues undertaking the Facilitator and Lead Student Representative roles. Information and invitations in relation to both events will be sent to you in due course.

In order for QAA to determine the size of the review team, we will need some current information from you; in due course you will receive a separate request to complete a brief survey to provide information about your provision. Thank you in advance.

We look forward to hearing from you by 13 October 2014. If you have any queries about the information requested please do let me know.

Yours sincerely



Kate Cole  
**Review Support Team**  
**Quality Assurance Group**

Cc: Senior QA contact

Summary of information required:

Dates of terms/semesters academic year 2015-16  
Dates of major exam periods 2015-16