

Annex 3 - Timeline for Institutional Review

This Annex sets out the activities that need to be carried out to prepare for and take part in the review process. It is aimed primarily at HEIs.

The standard timelines are given below, but are indicative only. PAAHE will provide each HEI with the timetable for its review.

Stage	Working weeks	Activity
Early preparation for Institutional Review		PAAHE sends letter of confirmation that review will take place and provides contact details for the Review Manager; the confirmation letter also states date of the visit and the date for submission of the Self-Evaluation Documents
	1 working day after receipt of the confirmation letter	HEI starts preparation of the Self-Evaluation Documents
Prior to the review visit	13 weeks before the review visit	<p>Discussion between Review Manager and HEI about the review process</p> <p>HEI may request a briefing meeting with Review Manager at any stage before submitting the Self-Evaluation Documents but ideally, this should be held 1 or 2 weeks after receiving the confirmation letter</p>

Stage	Working weeks	Activity
	12 weeks before the review visit	PAAHE launches staff and student questionnaire process
	11 weeks before the review visit	PAAHE notifies HEI about the members of the review team
	A minimum of 7 weeks before the review visit	HEI submits Self-Evaluation Documents to PAAHE
	7 weeks before the review visit	<p>PAAHE checks that the Self-Evaluation Documents are complete and requests immediate despatch of missing information, if necessary.</p> <p>PAAHE assembles the Self-Evaluation Folder</p>
	6 weeks before the review visit	The reviewers start their desk-based evaluation of the HEI through analysis of the Self-Evaluation Folder
	4 weeks before the review visit	The reviewers hold a virtual meeting to analyse the Self-Evaluation Folder
	3 weeks before the review visit	The Review Manager and Review Coordinator meet virtually to discuss the proposed agenda for the review visit and agree further information and documents the HEI will be asked to supply
	3 weeks before the review visit	PAAHE notifies the HEI of the review visit programme, topics for further exploration and any requests for additional information or documents
	2 weeks before the review visit	HEI confirms receipt of the programme and that additional materials will be sent to PAAHE by the deadline set by the Review Manager

Stage	Working weeks	Activity
	1 day before the visit to the HEI	The review team meets in person to finalise the agenda for the visit and to allocate work among themselves
Visit to the HEI		The reviewers visit the HEI for between 1.5 and 3 days to gather and triangulate evidence, to evaluate the HEI and to start to prepare the first draft review report
After visit to the HEI	2 weeks after the review visit	The Lead Reviewer submits the first draft review report to PAAHE and QAA
	4 weeks after the review	PAAHE and QAA check the draft report and send comments to the reviewers through the Lead Reviewer
	7 weeks after the review	The reviewers amend the draft report, if necessary and the Lead Reviewer submits draft 2 to PAAHE PAAHE sends the draft report to the HEI
	9 weeks after the review	The HEI writes to PAAHE setting out comments on the draft report or stating that there are no comments
	10 weeks after the review	The reviewers consider any comments from the HEI and amend the draft report, if necessary The Lead Reviewer sends the final draft report to QAA
	12 weeks after the review	QAA proofreads the report, creates an English language summary and returns the report and the summary to PAAHE

Stage	Working weeks	Activity
	<p>13 week after the review</p> <p>In time for the next Accreditation Council meeting</p>	<p>PAAHE translates both reports into Albanian</p> <p>PAAHE sends the final reports to the Accreditation Council</p>
	<p>At the next Accreditation Council meeting</p>	<p>The Accreditation Council makes the accreditation recommendation and submits the review report and the accreditation recommendation to the Ministry of Education and Sport</p>
	<p>Within 1 month of the Accreditation Council</p>	<p>The Ministry of Education and Sport makes the final decision on accreditation and issues the relevant Ministerial Act</p> <p>PAAHE publishes a full version of the final review report in both Albanian and English on its website</p>
	<p>Following the notification of the Accreditation Council's decision, and within the timescale notified to the HEI by PAAHE</p>	<p>The HEI submits its action plan to PAAHE responding to the recommendations and affirmations set out in the review report</p>