

Programme

MusiQuE Peer-reviewers Training Session

Wednesday 8th and Thursday 9th November 2017

Academy of Music, University of Zagreb, Croatia



Day 1 – Wednesday 8th November 2017

Time	Format	Content		Room
16:00 – 16:15	Plenary session	Welcome and introduction A general introduction to MusiQuE, its structure and its review procedures.		324
16:15 – 17:45	Parallel session	Newcomers session ‘Preparation, procedures and paperwork’: the roles and responsibilities of peer-reviewers during MusiQuE review procedures. A. ‘Before the review’ - about the preparatory documents peers receive in advance of reviews (including the MusiQuE standards, the self-evaluation report and the site-visit schedule) Practical exercise: preparing for the first meeting of the review team. B. ‘During the review’ - about the roles of the Secretary, the review team Chair and the other team members (peers and student). C. ‘After the review’ - about the review report and the final outcomes of the review.	‘Peer-to-peer’ A session for more experienced reviewers. ‘Peer-to-peer’ is a session for more experienced peer-reviewers who have participated in reviews in the past (either in the context of MusiQuE procedures or with other agencies) in any role, who might have an ambition to act as Chair during reviews.	324 and 326
17:45 – 18:00	<i>N.a.</i>	<i>Moving to restaurant for dinner</i>		/
18:00 – 21:00	Work in groups	Working dinner Practical exercise: participants prepare the role-play exercise (scheduled on day 2).		[venue to be confirmed]

Day 2 – Thursday 9th November 2017

Time	Format	Content	Room
09:00 – 10:00	Work in groups	Role-play session: acting as a peer-reviewer Practical exercise: participants undertake a meeting during a mock institutional site-visit, assuming the role of either members of a review team or staff from within the institution being reviewed.	326 and 336
10:00 – 11:00	Work in groups	Role-play session: acting as a peer-reviewer (Repeated, groups switch roles)	326 and 336
11:00 – 11:30	<i>N.a.</i>	<i>Coffee break</i>	/
11:30 – 12:30	World café	Working as part of the team Practical exercise: participants are asked to discuss questions posed by the session leaders in small groups and experience how to develop into a good team in a very short period of time.	326 and 336
12:30 – 13:00	Plenary	Plenary discussion and conclusions A final session including a presentation of the MusiQuE Board, an opportunity to offer feedback on the training and an update about MusiQuE's ongoing and upcoming review activities.	324