# Deliverables and timeframe for a typical self-evalution

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| **Month 1** | **Month 2** | **Month 3** | **Month 4** | **Month 5** | **Month 6** | **Month 7** | **Month 8** |
| **PREPARATION FOR SELF-EVALUATION** | **SELF-EVALUATION** | **PREPARATION FOR SITE VISIT** |
| Main tasks (deliverables) are to:* decide on a suitable **site visit date**;
* set up a **self-evaluation committee**;
* identify internal and/or external **benchmarks** to be applied when making quality judgements.
* nominate **peer reviewers**;
* decide on the **scope and focus(es)** of the self-evaluation in terms of the themes and criteria;
* draft a **project plan** for managing the self-evaluation process.
 | Main tasks (deliverables) are to: * **convene** the self-evaluation committee on a regular basis and establish working groups, as needed;
* study the previous self-evaluation and peer review reportsand **draft a contextualised introduction** to the self-evaluation report (SER);
* collect and interpret the **evidence** (e.g. through student/ stakeholder surveys or focus groups), and analyse and include the core statistical information, where applicable;
* **conduct a self-evaluation** by making judgements on the quality of e.g. outcomes and processes, and compiling an evidence portfolio on each theme and/or criterion;
* **collate** the different sections of the self-evaluation report into a **first draft of the Self-Evaluation Report**;
* circulate the first draft of the SER to all staff and **include** their **feedback** and further reflections;
* finalise the SER and discuss the **key findings** with Dean/RC Head, for approval.
 | Main tasks (deliverables) are to: * Submit the **final self-evaluation report** via dean or RC head to peer review panel;
* **Liaise with peer review panel**, staff, students and stakeholders to set up **interview schedule** for site visit;
* Make the final travel and logistical arrangements in order to **host the peer review panel**, and process the honoraria payments.
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