

## 16 Overall timeframe from request to publication of results

The table below summarises the normal timeframe for MusiQuE Quality Enhancement Reviews and accreditation procedures. Any changes to this timeframe will be mutually agreed by MusiQuE and the institution.

Responsible body	Action	Timescale (can be varied by mutual agreement)	Relevant chapter of the MusiQuE framework document
Institution	Submission of written request for review to MusiQuE Board (scanned letter sent by email to MusiQuE staff)	At least 20 weeks prior to the visit of the Review Team	8.1
MusiQuE	Response to the institution	In reply to the request	8.1
MusiQuE (in consultation with the institution when allowed by the national legislation)	Selection of possible Review Team members and, if necessary, approval process for experts not already on the Register	Variable, depending upon whether new approval is required. Where none, 18 weeks prior to visit	9.1
MusiQuE	Submission of list of possible Review Team members to the institution (unless the institution has been involved in the Review Team composition)	16 weeks prior to the visit	9.1.5.2
Institution	Response to the list of possible members of the Review Team to MusiQuE (unless the institution has been involved in the Review Team composition)	15 weeks prior to the visit	9.1.5.2
Institution	Preparation of the self-evaluation report and documentation [see template for self-evaluation report <a href="http://www.musique-ge.eu/documents/templates">http://www.musique-ge.eu/documents/templates</a> ]	Between the request for the review and the submission of the report and documentation	8.2
Institution (in cooperation with MusiQuE and [if different] the secretary of the Review Team)	Organisation of the review visit: - Finalisation of the schedule [see template for institutional site visit schedule <a href="http://www.musique-ge.eu/documents/templates">http://www.musique-ge.eu/documents/templates</a> ] - Hotel booking for the Review Team - Organisation of lunches, dinners, coffee breaks	During the 16 weeks prior to the visit	10

MusiQuE	Assembly of the Review Team and briefing of the experts	From 12 weeks prior to the visit	9.1.6 and 9.2
Institution	Submission of self-evaluation report and list of appendices to MusiQuE staff (electronically)	8 weeks prior to the visit	8.2.2
MusiQuE staff	Checking process of the report and document (with consultation of the Review Team)	8-5 weeks prior to the visit	8.2.2
Institution	Submission of self-evaluation report and documentation to the Review Team members <u>electronically and by post</u> (+ 1 copy to MusiQuE office)	At least 5 weeks prior to the visit	8.2.2
Review Team	Site-visit to the institution		10
Review Team	Assembling the draft report	Within 6 weeks after the visit	11.1.1 11.1.3
MusiQuE	Submission of draft report to the institution	10 weeks after the visit	11.1.4
Institution	Submission of response to the draft report to the MusiQuE staff	14 weeks after the visit	11.1.4
Review Team	Finalisation of the report	Within 18 weeks after the visit	11.1.5
MusiQuE Board	Consideration of the final report and confirmation that report is consistent with, and relevant to, the review criteria and communication of this to institution  If an accreditation procedure: decision on the accreditation of the institution/programme/joint programme	Variable but not longer than 6 months after visit	11.2 11.3
MusiQuE	Publication of the full review report on the MusiQuE website, section <a href="#">Completed Reviews</a>	End of the initial review procedure	11.4
Institution	Submission to the MusiQuE staff of the Follow-Up Template, with columns 1 & 2 filled in and providing evidence that the conditions have been implemented (in case of accreditation procedures) and, if requested by the institution, that the same is true for the recommendations [see template for follow-up process <a href="http://www.musique-ge.eu/documents/templates">http://www.musique-ge.eu/documents/templates</a> ]	Up to 12 months after the end of the review procedure	13