

7 The Review Procedure

7.1 Responsibilities of the parties in the review procedure

In a MusiQuE review procedure there are four parties, each with specific responsibilities for actions:

The *institution/programme* seeking a review or accreditation is responsible for:

- Co-operating with the MusiQuE staff and Board and the Review Team in planning and implementing the visit. In order to facilitate this co-operation, the Rector (or equivalent) should designate a contact person who will liaise with the Review Team through its secretary.
- Organising the self-evaluation process as presented in section 8.2.1 and providing the necessary documentation as described in section 8.2.2.
- Depending on the national regulations, suggesting candidates for the Review Team.
- Supplying the Review Team with all other information required for review.

The *MusiQuE staff* is responsible for:

- Administering the applications for review submitted to the MusiQuE Board so that the Board can assure itself that the overall timetable and workload of review activities is appropriate to the staffing and other resources available.
- Identifying members of the Review Team for the review procedure (from individuals on the peer-reviewers' register) and presenting them to the Board, ensuring that the reviewers selected form a well-balanced team qualified overall to participate in all aspects of the procedure.
- Where necessary, seeking the approval of the Board for a reviewer not yet on the Register whose special expertise is needed to complete the team.
- Co-operating with the institution/programme and the Review Team in planning and implementing the visit.
- Providing a secretary responsible for:
 - Liaising with the other members of the Review Team
 - Providing secretarial support to the reviewers: the secretary will be responsible for the communication with the institution before and after the review and for writing the first draft of the Review Team's report.
 - Ensuring that the Review Team's report adheres to the standards and remit of the review.

The *Review Team* (composed of the reviewers and the secretary) is responsible for:

- Performing the review of the institution/programme in accordance with the MusiQuE standards and procedures.
- Contributing to the report of the review at two stages of the process: first, by completing and/or suggesting adjustments to the draft report written by the secretary and, second, by providing any necessary expert input to adjustments following the response of the institution/programme to the report.
- Abiding by all other review protocols and procedures, including the clause on confidentiality.

In the review procedure, the *MusiQuE Board* is responsible for:

- Formally accepting the institution's request for the review (taking into account the human and other resources of MusiQuE)
- Assessing and approving the proposal provided by the MusiQuE staff for peer-reviewers to make up the team for the review
- Responding to any consultation from the MusiQuE staff on matters related to the review
- In the case of MusiQuE Quality Enhancement Review: reviewing the final reviewers' report to ensure its consistency with, and relevance to, the review standards. Following this, confirming in written to the institution that the institution/programme/joint programme has been reviewed by MusiQuE with reference to the MusiQuE standards and procedures
- In the case of accreditation procedures: considering the final report and checking if the justifications listed by the review team for each standard support the level of compliance with each standard; take the final formal decision on the accreditation of the institution/programme/joint programme based on the proposal of the Review Team. Confirming this in written to the institution.
- In the event of a review leading to a formal complaint or appeal from the institution, implementing the appropriate procedure
- Following up on any conditions agreed by the Review Team

The overall responsibilities of the MusiQuE Board were presented in detail under section 3.3.