

## Enhancement-led Institutional Review (ELIR) 4 Operational Guidance: Milestones in the ELIR Process (for Institutions)

Stage of review	Milestone	Timeframe
<b>Early preparations for ELIR</b>	<ul style="list-style-type: none"> <li>Institution considers the contextualisation of its review and shares this with QAA Scotland (QAAS) officer (ELIR Handbook, see paragraphs 22, 23, 24 and 25).</li> <li>Institutional self-evaluation, including contextualisation.</li> <li>Drafting of Reflective Analysis (RA).</li> <li>Consideration of content of Advance Information Set (AIS).</li> </ul>	12+ months prior to the ELIR visits.
	QAAS officer discussion with HEI (including student engagement) around broad themes, contextualisation and HEI views of ELIR team composition.	About 12 months prior to the ELIR visits.
<b>Prior to the Planning Visit</b>	Institution shares draft RA (including any case study/ies should the institution wish to provide them) and agrees content of AIS with QAAS officer.	Precise date to be agreed with the QAAS officer.
	QAAS officer liaises with the institution on the participants for the three meetings that take place with the ELIR team during the Planning Visit, and likely timings for meetings during the Planning Visit.	At least 8 weeks prior to the Planning Visit.
	Submission of RA and AIS.	8 working weeks prior to the Planning Visit.

	<p>QAAS officer provides HEI with early feedback from the ELIR team on the RA and AIS:</p> <ul style="list-style-type: none"> <li>• questions and/or themes for exploration in the Planning Visit</li> <li>• any areas where the ELIR team members think they need additional information.</li> </ul>	2 working weeks before the Planning Visit.
	QAAS officer and ELIR team hold private meeting in day preceding the Planning Visit to the institution, to finalise the agendas for the meetings during the Planning Visit.	1 day before the Planning Visit.
<b>Planning Visit to the institution</b>	A single day at the institution involving three meetings with a predetermined set of colleagues and student representatives; please see the operational guidance produced by QAA Scotland for the Planning Visit and the ELIR 4 Handbook, paragraphs 41-43.	<b>Planning Visit (1 day)</b>
<b>Between Planning and Review Visits</b>	QAAS officer provides the institution with a note of the themes to be explored during the main Review Visit, together with a draft programme for that visit and a note of any further documentation the ELIR team would like to access.	1 working week after the Planning Visit.
	Institution and QAAS officer liaise regarding the programme and participants for the Review Visit, and additional documentation needs.	Precise dates to be agreed with the QAAS officer.
	Institution submits any additional documents/materials requested at the Planning Visit.	2-3 weeks before the Review Visit.

<b>Review Visit to the institution</b>		<b>Review Visit (3-5 days)</b>
<b>After Review Visit</b>	Institution receives early draft of the Outcome report.	1 working week after end of the Review Visit.
	Institution receives draft reports (ELIR Outcome report; Technical report) for comment.	8 working weeks after end of the Review Visit.*
	Institution submits comments on draft reports to QAAS officer.	3 working weeks after receipt of draft reports.
	Final draft reports sent to the institution (for information).	15 working weeks after end of the Review Visit.
	ELIR reports published on QAA website.	16 working weeks after end of the Review Visit.
<b>Follow-up reporting and activity</b>	Submission of Follow-up report to QAAS and Scottish Funding Council.	12 months after publication of ELIR reports.
	Follow-up report published on QAA website.	18 months (at latest) after publication of ELIR reports.
	Institution participates in at least one Focus-On event linked to ELIR outcomes.	Over the course of the ELIR 4 cycle.
<b>Monitoring and evaluation</b>	Institution asked to complete post-ELIR evaluation/provide feedback.	Following finalisation of ELIR reports.
	ELIR outcomes considered via annual discussion meeting with the institution.	Annually.

\*This milestone may be adjusted to take account of Christmas or Easter holidays.