

Enhancement-led Institutional Review (ELIR) 3 operational guidance: Milestones in the ELIR process (for institutions)

Stage of review	Milestone	Timeframe
Early preparations for ELIR	<ul style="list-style-type: none"> • Institutional self-evaluation • Drafting of Reflective Analysis (RA) and case study/ies • Consideration of content of advance information set 	About 24 months prior to the ELIR visit
	Institution considers what it wishes to achieve from the ELIR and shares this with QAA Scotland (QAAS) officer (<i>ELIR Handbook</i> , paragraph 26 refers)	About 12 months prior to the ELIR visit
Prior to the Part 1 visit	Institution shares draft RA (including case study/ies) and agrees content of advance information set with QAAS officer (sharing a draft RA is optional)	Date to be agreed with the QAAS officer
	Submission of RA, case study/ies and advance information set	8 working weeks prior to Part 1 visit
	Discussion with QAAS officer to plan Part 1 visit arrangements	Date to be agreed with the QAAS officer
	QAAS officer shares with institution likely themes to be explored during the Part 1 visit (based on ELIR team's reading of RA and related materials)	1 working week before Part 1 visit
	Institution confirms with QAAS officer the programme and plans for the first morning of Part 1 visit	1 working week before Part 1 visit
	QAAS officer and ELIR team hold private team meeting in day preceding the Part 1 visit to the institution	1 day before Part 1 visit
Part 1 visit to the institution		Part 1 visit (2 days)
Between Part 1 and Part 2 visits	Institution and QAAS officer liaise regarding the programme and participants for the Part 2 visit, and additional documentation needs	Dates to be agreed with the QAAS officer

Part 2 visit to the institution		Part 2 visit (3-5 days)
After Part 2 visit	Institution receives key themes letter	1 working week after end of Part 2 visit
	Institution receives draft reports (outcome report; technical report) for comment	8 working weeks after end of Part 2 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 Part 2 visit
	ELIR reports published on QAA website	16 working weeks after end of Part 2 visit
Follow-up reporting and activity	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 follow-up event	12-24 months after publication of ELIR reports
Monitoring and evaluation	Institution asked to complete post-ELIR evaluation/provide feedback	Following finalisation of ELIR reports
	Annual sector event for institutions participating in ELIR	Annually

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