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**PGR PERIODIC REVIEW**

APPENDIX 1

 SUGGESTED LETTER OF INVITATION FOR EXTERNALS TO ACT AS REVIEWERS

# Dear

The University of Liverpool has a method for periodic review of postgraduate research provision which forms an important part of the University’s procedures for quality management and enhancement. The reviews are intended to provide the academic departments concerned, and the University, with insights into the quality of research degree provision, and to produce agreed action points towards the enhancement of quality. The reviews are conducted in a constructive and collegial spirit, and involve the consideration of documentation including a Self-Evaluation Document (SED) and a series of meetings on clearly defined topics. Each review team includes a number of internal representatives, together with an experienced senior academic from a relevant department in a comparable University. Your name has been suggested in this context by the NAME OF AREA and I am writing as Chair of the Periodic Review Panel to enquire whether you would be willing to act as the external reviewer for the periodic review of NAME OF AREA. I have enclosed for your information a copy of the University’s procedure for PGR Periodic Review.

Your role would require the following:

* Availability to take part in online review meetings, usually via Zoom or Teams
* Reading advance documentation (normally made available to you at least three weeks before the review event) and identifying lines of questioning for all meetings;
* Commenting on the quality of documentation provided, including the SED;
* Chairing or co-chairing meetings as requested by the Panel Chair;
* Making a judgement on the quality and standards of the provision;
* Providing constructive feedback to the department/school/institute and making recommendations on where improvements could be made;
* Providing brief written feedback on the periodic review process itself.

There is a fee of £750.

Please let me know whether you are willing to participate in this review and I will then be in touch to give you more details about the arrangements. If you have any queries please do not hesitate to contact me, or the Panel Secretary NAME at CONTACT DETAILS.

Yours sincerely,

Chair of the Periodic Review Panel for NAME OF AREA