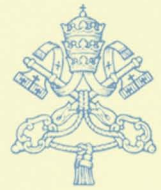


MODULE 5

THE SITE VISIT TAKES PLACE



► *SAMPLE PROGRAMME FOR SITE VISIT TO A FACULTY*



AVEPRO

Day 0

Afternoon

18.30-19.45

20.00-22.00

Arrival of Review Group in hotel

Briefing meeting of Review Group in hotel

Dinner, Review Group and senior Faculty members

Day 1

8.30

9.00 – 9.30

09.40-11.00

11.00-11.30

11.30-12.30

12.30-13.00

13.00-14.15

14.30-15.00

15.00-15.30

15.30-16.15

16.30-17.15

17.30-18.30

18.40-19.30

20.00

Review Group collected at hotel

Meeting with Dean

Meeting with Coordinating Committee

Coffee break

Meeting with Heads of Departments

Guided tour of Faculty building(s) and facilities

Lunch, Review Group alone

Meeting with undergraduate students

Meeting with research students

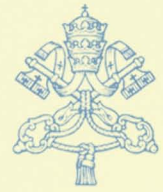
Meeting with teaching staff

Meeting with Vice-Dean for research and researchers

Meeting with external partners

Debriefing meeting, Review Group at hotel

Dinner, Review Group alone



AVEPRO

► *SAMPLE PROGRAMME FOR SITE VISIT TO A FACULTY*

Day 2

08.30

Review Group collected at hotel

09.00-10.00

Meeting with Senior Administrators, Rector, Bursar, Registrar, etc.

10.00-11.00

Private meetings with individual staff members

11.00-13.00

Review Group alone to prepare exit presentation

13.00-14.30

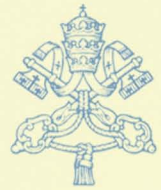
Lunch

14.30-15.00

Meeting with Dean to discuss findings and recommendations

15.00-16.00

Review Group presents findings and recommendations to Faculty



AVEPRO

➤ *SITE VISIT HOUSEKEEPING DETAILS*

The University or Faculty will:

- ➔ Arrange hotel accommodation for the Review Group
- ➔ Provide a room as a headquarters for the Evaluation Commission (EC), a room for the exit presentation, and a room for the meetings to be held during the Site Visit
- ➔ Make available to the EC samples of student theses, examination papers, questionnaires, and other relevant documents
- ➔ Circulate in the Unit a notice informing staff and students of the dates of the Site Visit and inviting staff to meet individually with the EC