



AVEPRO

SAMPLE PROGRAMME
FOR
THE SITE VISIT TO A FACULTY



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Sample Programme for Site Visit to a Faculty

Day 0	
Afternoon	Arrival of the Evaluation Commission at the hotel*
18.30-19.45	Briefing meeting of the Evaluation Commission at the hotel
20.00-22.00	Dinner - Evaluation Commission
Day 1	
8.30	Evaluation Commission collect at the hotel and transfer to the Faculty
9.00-9.30	Meeting with the Rector/President/Dean
09.40-11.00	Meeting with the Coordinating Committee
11.00-11.30	Coffee break
11.30-12.30	Meeting with the Heads of Departments
12.30-13.00	Guided tour of the Faculty building(s) and facilities
13.00-14.15	Lunch - Evaluation Commission
14.30-15.00	Meeting with I cycle students
15.00-15.30	Meeting with II and III cycle students
15.30-16.15	Meeting with teaching staff
16.30-17.15	Meeting with the Vice-dean for research and researchers
17.30-18.30	Meeting with other stakeholders
18.40-19.30	Debriefing meeting - Evaluation Commission
20.00	Dinner - Evaluation Commission
Day 2	
8.30	Evaluation Commission collect at the hotel and transfer to the Faculty
9.00-10.00	Meeting with senior administrators, rector, bursar, registrar, etc.
10.00-11.00	Private meetings with individual staff members
11.00-13.00	Evaluation Commission private meeting to prepare the exit presentation
13.00-14.30	Lunch - Evaluation Commission
14.30-15.00	Meeting with the President/Dean to discuss findings and recommendations
15.00-16.00	Evaluation Commission's presentation of the findings and recommendations to the Faculty

*Accommodation structure indicated by the Faculty.