

Model-Programme for the Visit

Day	Hour	Participants in meetings	Purpose of meeting
Day 0	19.00	External Assessment Team (EAT)*	Discussion of self-assessment report, questions to analyse, division of labour.
	20.00	Diner EAT only	Continuation of discussion, if necessary.
Day 1	9.00-10.00	Top leader of HEI EAT	Institutional strategy for teaching and particularly for the study programmes under analysis.
	10.10-11.30	Self-assessment Committee EAT	Analysis of self-evaluation report and of proposed improvement actions. Discussion of the self-assessment process and its results.
	11.30-12.50	Pedagogical management EAT and teams responsible for the management of the study programmes under assessment and for the corresponding Department	Perspectives on the strengths, weaknesses, opportunities and threats identified in the self-assessment report. Analysis and discussion of proposed actions for improvement.
	13.00-14.30	Working lunch EAT and employers, community, partners, alumni, etc.	Registration of perspectives about the match between graduates' skills and the labour market needs; contribution of the study programme for the development and resolution of problems of the surrounding environment; articulation of the study programme with potential employers.
	14.30-15.30	Academic Staff EAT	Analysis of the curricula, learning outcomes and purposes of the study programmes, the students' assessment methods, the teaching methodologies and the research projects of interest for teaching.
	15.30-16.30	Alumni EAT	Registration of the perspectives of graduates about their insertion in the labour market; the matching between graduates' skills and the labour market needs; the needs of the labour market in the scientific area of the study programme.
	16.30-17.30	Non-teaching Staff EAT	Discussion on the contribution to the operation of the study programmes; articulation with the teaching activity; existing and necessary resources for the academic work.
	17.30-19.30	EAT meeting	Discussion of the results from the meetings. Preparation of day 2.
	19.30-21.30	Diner EAT only	

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Day 2	9.00-10.00	Visit to facilities EAT + HEI representatives	Assess the adequacy of facilities (library, ICT, laboratories (if applicable)).
	10.00-11.00	Students 1st cycle** EAT	Registration of the students' perspectives about their insertion in the study programmes (1 st cycle), the teaching and learning process, the operation of the study programmes, and their involvement in the pedagogical structures; discussion of the objectives of the assessment and collecting opinions on the self-assessment reports.
	11.00-11.30	EAT meeting	Exchange of views and preparation of the following meetings.
	11.30-12.30	Students 2nd cycle** EAT	Registration of the students' perspectives on the teaching and learning process, the operation of the study programmes, and their involvement in the pedagogical structures; discussion of the objectives of the assessment and collecting opinions on the self-assessment reports.
	12.45-14.30	Lunch EAT	Exchange of views and preparation of the following meetings.
	14.30-15.30	Students 3rd cycle** EAT	Registration of the students' perspectives on the teaching and learning process, the operation of the study programmes, and their involvement in the pedagogical structures; discussion of the objectives of the assessment and collecting opinions on the self-assessment reports.
	15.30-16.30	Students with managerial functions (Pedagogical Council, ...) EAT	Registration of the students' perspectives on the institutional strategy for teaching, the teaching and learning process, the operation of the study programmes, and their involvement in the pedagogical structures; discussion of the objectives of the assessment and collecting opinions on the self-assessment reports.
	16.30-19.30	EAT meeting	Preparation of the oral report.
	19.30-21.30	Diner EAT only	Preparation of the oral report.
Day 3	9.00-10.00	Leader of HEI EAT	Discussion of main conclusions, to check for evident factual errors.
	10.00-11.00	EAT meeting	Amend oral report, if necessary.
	11.00-12.00	Oral report EAT, Leader of HEI and guests	Presentation of oral report.
	12.00	Departure EAT	End of visit and departure.

* This meeting may take place at breakfast on Day 1.

** The EAT may split in groups to meet students from more than one cycle.