Site Visit Indicative Schedule Agenda for a joint, e-learning programme

Education Officer:	
Ref. Number:	
Programme(s) of study: Name (Duration, ECTS, Cycle)	
Institution:	
Date of on-site visit:	

<u>**Subject:**</u> **External Evaluation Schedule**

The site visit will take place according to the following indicative schedule <u>and it may change according to the EEC's suggestions</u>**:**

09:00 – 09:10

- A brief introduction of the members of the External Evaluation Committee

[10 minutes]

	Full Name	Title/University
Chair		
Member		
Member		
Member (E-Learning expert)		
Member (Professional body)		
Member (Student)		

09:10 – 09:45

- A meeting with the <u>Rectors/Head of the Institutions</u> and/or the <u>Vice Rectors of Academic Affairs</u>
  - Short presentation of the Institution and discussion

[10 minutes]

  - A meeting with <u>the members of the Internal Evaluation Committee</u> (Q&A Session)

[25 minutes]

Name(s) of presenter(s)/participant(s):

Full Name	Position

09:45 – 10:30

- A meeting with the Head(s) of the relevant department(s) and the Coordinator(s) of the programme for a **short presentation of the Schools'/Departments' structure**
  - Provide a clear explanation of how the **JOINT programme** functions collaboratively and highlighting its unique contributions and benefits (Added Value).
  - Quality Assurance [ESG 1.1 & part 1]

    (The cooperating institutions should apply joint internal quality assurance processes in accordance with part one of the ESG. The Standards use of the common English usage of "should" which has the connotation of prescription and compliance.)
  - Mission and strategic planning (including SWOT analysis)
  - Connecting with society
  - Development Processes – Action Plan

    Maximum duration of presentation: 15´   *Discussion: 30´*

    [45 minutes]

Name(s) of presenter(s)/participant(s):

Full Name	Position

10:30 - 10:45
- *Coffee Break*

[15 minutes]

10:45 – 11:55

- A meeting with the **Head(s) of the relevant department** and the **Coordination Committee** of the programme.
  - Discussion regarding the legal framework, the cooperation agreement and the design and delivery of the joint programme

    (**EEC Report /Assessment Area** - **Eligibility (ALL ESG)**/ 1.1 Status - The institutions that offer a joint programme should1 be recognised as higher education institutions by the relevant authorities of their countries. Their respective national legal frameworks should enable them to participate in the joint programme and, if applicable, to award a joint degree. The institutions awarding the degree(s) should ensure that the degree(s) belong to the higher education degree systems of the countries in which they are based. 1.2 Joint design and delivery

    The joint programme should be offered jointly, involving all cooperating institutions in the design and delivery of the programme. 1.3 Cooperation Agreement - The terms and conditions of the joint programme should be laid down in a cooperation agreement. The agreement should in particular cover the following issues: 1) Denomination of the degree(s) awarded in the programme 2) Coordination and responsibilities of the partners involved regarding management and financial organisation (including funding, sharing of costs and income etc.) 3) Admission and selection procedures for students 4) Mobility of students and teachers 5) Examination

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regulations, student assessment methods, recognition of credits and degree awarding procedures in the consortium.)

- Discussion regarding the content and the standards of the programme of study about: (**EEC Report / <u>Assessment Area 1</u>** - Study programme and study programme's design and development (ESG 1.1, 1.2, 1.7, 1.8, 1.9))
    - intended learning outcomes and ECTS
    - learning opportunities available to the students
    - qualification awarded
    - feedback processes for the improvement of the department

- Discussion regarding the Information for the effective management of the programme of study (**EEC Report / <u>Assessment Area 1</u>** - Study programme and study programme's design and development (ESG 1.1, 1.2, 1.7, 1.8, 1.9))

- Discussion on the process of teaching and learning and the student-centred teaching methodology, the practical trainings and the student assessment (**EEC Report /<u>Assessment Area 2</u>** - Student – centred learning, teaching and assessment -ESG 1.3)
    - Observation on the material and discussion on the methodology i.e. students' assessments and equipment used in teaching and learning i.e. software, hardware, materials, online platforms, teaching material, evaluation methods, projects, samples of written examinations/thesis.

- Discussion on the Student admission, processes and criteria, progression, recognition and certification (**EEC Report /<u>Assessment Area 4</u>** - Student admission, progression, recognition and certification ESG 1.4) / (**EEC Report /<u>Assessment Area 6</u>** - Additional for doctoral programmes (ALL ESG))
    - selection/admission criteria
    - students' key performance indicators
    - profile of the students' population
    - students' satisfaction on learning resources and support available
    - students' progression, success and drop-out rates
    - career paths of graduates / graduate employment information

Maximum duration of presentation: 20′   Discussion: 50′

[70 minutes]

Name(s) of presenter(s) and participant(s):

Full Name	Position

11:55 – 12:40

- A meeting with the **Head(s)/Coordinator(s)** and members **responsible for the E-Learning unit** for a brief presentation and a Q&A Session.
    – Explaining the underlying **E-Learning philosophy** and detailing **the methodology** used to deliver effective online education.
    – Developing **E-Learning materials** that align with the appropriate level of proficiency as defined by the **European Qualifications Framework (EQF)**, ensuring that learners receive education tailored to their competency levels.
    – Offering comprehensive **study guides** to aid learners in understanding course materials and achieving their academic goals
    – Outlining the **interaction plan**, which includes a schedule of engaging weekly activities designed to promote active participation and learning.
    – Providing an overview and demonstration of the **E-Learning platform's features** and functionalities.
    – Introducing the *E-Learning team*, their qualifications, respective roles and responsibilities
    – Detailing the composition, qualification and roles of the **pedagogical support team** responsible for enhancing the E-Learning programs.

Maximum duration of presentation: 15′   *Discussion: 30′*
[45 minutes]

Name(s) of presenter(s) and participant(s):

Full Name	Position

12:40 – 13:40

- *Lunch Break offered by the institution to EEC panel members and CYQAA officer*

[60 minutes]

13:40 – 14:40

- A meeting **ONLY** with members of the teaching staff on each course for all the years of study (QA session).
    – Self-Presentation-(i.e. academic qualifications, publications, research interests, research activity, compliance with Staff ESG), on any other duties in the institution and teaching obligations in other programmes.
    – Discussion on the design, structure and content of each course and its implementation, the criteria used for the development of the program (i.e. methodologies, selected bibliography, students' workload, compliance with Teaching ESG).
    – Discussion on the learning outcomes, the content and the assessment of each course and their compliance with the level of the programme according to the EQF.
    – Discussion of prescribed and recommended reading for each module.

‒ Discussion on assessment criteria, samples of final exams or other teaching material and resources. Assessment criteria, processes and practices refer to both summative and on-going formative assessment and should be examined vis-à-vis the structure and content of the program and each individual course.

(**EEC Report /Assessment Area 2** - Student – centred learning, teaching and assessment (ESG 1.3)) / (**EEC Report /Assessment Area 3** – Teaching Staff (ESG 1.5))

[60 minutes]

Name(s) of participant(s):

Full Name	Position

14:40 – 15:25

- A meeting with **ONLY** External Stakeholders.

(**EEC Report/Assessment Area 4** - Student admission, progression, recognition and certification ESG 1.4)/ (**EEC Report/Assessment Area 1** Study programme and study programme's design and development - ESG 1.1, 1.2, 1.7, 1.8, 1.9)
1. ESs' input on the development of the institution's quality assurance policies.
2. ESs' input on the design and development, as well as on the on-going monitoring and review of the programme of study.
3. ESs' involvement on the periodic assessments to ensure continuous alignment with market needs.
4. ESs' sought-out input to review and to update public information for purposes of accuracy.
5. ESs' contribution in aligning the program with the European Qualifications Framework, and in assessing the delivery of its effectiveness.
6. ESs' sought-out input to provide:
   - industry trend analysis
   - data exchanges via professional networks
   - employer insights concerning career readiness of graduates.
7. ESs' input on the program's potential employability of its graduates.

[45 minutes]

Name(s) of participant(s):

Full Name	Position

15:25 – 16:05

- A meeting with **ONLY** students and graduates (5 – 15 participants).

  (**EEC Report /Assessment Area 1** Study programme and study programme's design and development (ESG 1.1, 1.2,1.3 1.7, 1.8, 1.9. 1.10), **Assessment Area 2** - Student – centred learning, teaching and assessment -ESG 1.3) **EEC Report /Assessment Area 4** - Student admission, progression, recognition and certification ESG 1.4)/ (**EEC Report /Assessment Area 5** - Learning resources and student support (ESG 1.6))/ (**EEC Report /Assessment Area 6** - Additional for doctoral programmes (ALL ESG))

  [40 minutes]

Name(s) of participant(s):

Full Name	Position

16:05 – 16:25

Lesson Observation

[20 minutes]

16:25 - 16:40
- *Coffee Break*

[15 minutes]

16:40 – 17:10

- A meeting **exclusively** with members from the Administrative Staff (QA session)

  (**EEC Report /Assessment Area 4** - Student admission, progression, recognition and certification ESG 1.4)/ (**EEC Report /Assessment Area 5** - Learning resources and student support (ESG 1.6)) / (**EEC Report /Assessment Area 6** - Additional for doctoral programmes (ALL ESG))

  [30 minutes]

Name(s) of participant(s):

Full Name	Position

17:10 – 17:40

- A visit to the premises of the institution (i.e. library, computer labs, teaching rooms, research

facilities) and discussion of the main issues with IT Manager, Course Leader and Director of Academic Quality and Compliance.

[30 minutes]

Virtual Visit video Link (if available)

Name(s) of participant(s):

Full Name	Position

17:40 – 17:55

- **Working Coffee Break**
  A meeting ONLY between the EEC members, to sum up and discuss for any additional clarifications needed, before the Exit Discussion

[15 minutes]

17:55 – 18:25

- **Exit Discussion** with the <u>Heads of the relevant department</u>, the <u>coordinators of the programme</u> - and the <u>Directors of Academic Quality and Compliance</u> (questions, clarifications).

[30 minutes]

Name(s) of participant(s):

Full Name	Position

CHAIR of the EEC FULLNAME:	Signature:
Or	
Representative of the Institution (Head of the relevant department or the Coordinator of the programme) FULLNAME:	Signature:
End of the Site Visit to the Institution	Time:

- All staff must be available during the whole day of the (site) visit for queries that may occur.
- The institution should provide very brief presentations in the sessions needed, so that adequate time remains for questions by the EEC members and for productive discussion to follow.
- The EEC may determine the minimum number of students/graduates for the interviews.
- During the (site) visit, the EEC will visit classes and/or laboratories of the programme(s) of study under evaluation or of other programmes of the same level. The EEC may decide to conduct observations of classrooms and/or laboratories during the (site) visit based on the general weekly schedule of the institution, which should be available.
- Any links directing to course(s) and lecture(s) examples and/or live streaming and/or virtual tours should be accompanied with username(s) and password(s), if required.
- The Agency highlights that exam papers should be made available to the EECs, as well as sample tests in the case of a new programme of study.

ΔΙΠΑΕ CYQAA
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IMPORTANT Announcements by the CYQQA:
https://www.dipae.ac.cy/index.php/el/nea-ekdiloseis/anakoinoseis-el

Title	Created Date
Υποβολή Εβδομαδιαίων Διαδραστικών Δραστηριοτήτων για τα Εξ Αποστάσεως Προγράμματα Σπουδών	18 Απριλίου 2023
Reinforcement of the Process of Teaching Evaluation by Students	22 December 2022
Cross-border QA Carried out by CYQAA - Policy and Guidelines	23 March 2022
Predefined and published regulations and Criteria for Student Admission	24 January 2022
Students' Assessment	19 January 2022
Evaluation- Grading of Weekly Activities of Distance Learning Programmes (No. 3)	07 August 2020
Evaluation of Distance Learning Programmes (No. 2)	04 May 2020
Evaluation of Distance Learning Programmes	29 April 2020
Required Levels of English language proficiency for studies in undergraduate and postgraduate programs offered in English	02 July 2020
Student-centered learning, teaching and assessment	21 November 2019
Gender equality and inclusive language	10 June 2019
CYQAA Thematic Analyses According to the European Standards and Guidelines - ESG	03 June 2019
Criteria and Quality Indicators for Distance Learning Programmes of Study (Num: 2)	13 September 2017
Guidelines for Doctoral Programmes of Studies	22 May 2017

Standards for Quality Assurance of Joint Programmes in the EHEA
https://www.eqar.eu/kb/joint-programmes/agreed-standards/