

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

Subject: External Evaluation Committee (EEC) site visit

The site visit will take place according to the following indicative schedule and it can change according to the EEC's suggestions:

8:30 – Briefing of EEC

9:30 – 13:00 (indicative time)

9:30 – 10:00

- A meeting with the Head of the Institution and the Head or/and members of the Internal Evaluation Committee.

[30 minutes]

10:00 – 11:00

- A meeting with the Head of the relevant department and the programme(s) Coordinator(s).

Short presentations of:

- The School's / Department's structure
- The feasibility study of the programme(s)
- The curriculum (i.e. philosophy, allocation of courses per semester, weekly content of each course, teaching methodologies, admission criteria for prospective students, student assessment, final exams)

[60 minutes]

11:00 - 11:10

- *Coffee Break*

[10 minutes]

11:10 – 12:10

- Methodology and equipment used in teaching and learning (i.e. software, hardware, materials, online platforms, teaching material, evaluation methods, projects, samples of written examinations / thesis)
- SWOT analysis and degree of compliance with the CYQAA standards

[60 minutes]

12:10 – 13:00

- Discussion on the content of each course

[50 minutes]

13:00 – 14:00

- Working lunch of the EEC, with the CYQAA Officer only

14:00 – 17:00 (indicative time)

14:00 – 14:50

- A meeting only with students or/and their representatives.

[50 minutes]

14:50 – 15:40

- A meeting only with members of the teaching staff on each course for all the years of study.
 - Self-presentation
 - Discussion on the CVs (i.e. academic qualifications, publications, research interests, research activity), on any other duties in the institution and teaching obligations in other programmes

[50 minutes]

15:40 – 15:50

- *Coffee Break*

[10 minutes]

15:50 – 16:20

- A meeting only with members of the administrative staff.

[30 minutes]

16:20 – 17:00

- On site visit to the premises of the institution (i.e. library, computer labs, research facilities).

[40 minutes]

Notes:

- **All staff must be available during the whole day of the site visit for queries that may occur.**
- **The institution should provide very short presentations in the sessions needed, so that adequate time remains for questions by the EEC members and productive discussion.**
- **The EEC may determine the minimum number of students for the interviews.**
- **During the site visit, the EEC will also visit classes or/and laboratories of the programme of study under evaluation or of other programmes of the same level. Classroom and laboratory observation will be decided by the EEC during the site visit on the basis of the general weekly schedule of the institution, which should be available upon the EEC's arrival.**