

Schedule for assessment panel of SKA

Deadline	Activity	Comments
5.10.2011	self-evaluation report of SKA to the panel	
5.11.2011	The coordinator shall, on the basis of recommendations by members of the panel and in coordination with them, prepare a list of the questions etc concerning the self-evaluation report	The list shall include: questions and/or comments; a provisional list of the strengths of the institution of higher education and the topics to be focused on in the course of evaluation; a list of additional materials requested; a list of individuals, whom the committee would like to meet during the visit; a list of regional facilities or colleges which the committee would like to visit (up to 2 facilities/colleges per institution of higher education).
14.11.2011	The coordinator shall prepare the schedule for a visit and coordinate it with SKA.	
5.12.2011	Training of the panel members; first meeting	Taking place in EKKA
6-8.12.2011	Visit of SKA	including one day visit to a college outside Tallinn
9.12.2011	Concluding meeting of the panel; report writing	Taking place in EKKA
6.01.2012	Assessment report to EKKA	EKKA shall forward it to SKA within one week after receipt of the report.
27.01.2012	SKA comments on the report to the panel	Higher education institutions shall have the opportunity to submit their comments about the assessment report within two weeks after receipt of the report. The panel shall review the comments received and consider them in preparing the final report.
3.02.2012	The final version of the report to EKKA	The chairperson of a panel shall forward to EKKA the electronic version of the final assessment report, including the final component assessments.