

Schedule for the visit

NAME OF THE INSTITUTION, May 3-5, 2011

Monday, May ...

8.45 – please meet in the hotel lobby

EKKA, Toompuiestee 30

9.00 – 13.00 Orientation into the process

- a) Estonian (higher) education system
- b) Quality assurance in higher education
- c) Guidelines and procedures of institutional accreditation
 - a. Assessment components
 - b. Interviewing techniques
 - c. Writing assessment report
 - d. Decision-making
 - e. Deadlines

13.00 – 14.00 *Lunch*

14.00 – 17.00 Preparation for the visit: strategy for interviews, final formulation and division of questions, etc.

Tuesday, May ...

Time	Meeting	Name	Nº	Room
9.00 – 9.20	Introductory meeting	SE team	1.01	104
9.20 – 10.00	Rector		1.02	104
10.00 – 10.45	Vice-Rector for Studies		1.03	104

10.45 – 11.00	<i>Panel reflection, refreshments</i>			211, 104
11.00 – 11.45	Vice-Rector for Research		1.04	211
11.45 – 12.30	Directors of the institutes		1.05a	104
	Directors of the institutes		1.05b	211
12.30 – 13.30	<i>Working lunch and panel reflection</i>			104
13.30-14.15	Person responsible for international relations (incl student exchange)		1.06	104
14.15 – 15.00	Head of Department of Research and Development		1.07a	211
	Study directors		1.07b	104
15.00 – 16.00	Inquiry of documents, <i>refreshments</i>			104
	Visit of a lecture, randomly chosen on the same day			
16.00 – 17.00	Person responsible for quality management (including feedback)		1.08a	211
16.00 – 17.00	Persons from the Department of Academic Affairs responsible for student counseling and APEL		1.08b	104

Wednesday, May ...

Time	Meeting	Name	Nº	Room
9.00 – 9.30	<i>Panel reflection</i>			211
9.30 – 10.00	Head of Open University		2.01a	104
	Head of Language Center		2.01b	211
10.00 – 10.45	Head of Department of Marketing and Communication		2.02a	211
	Head of Department of Personnel		2.02b	104
10.45 – 11.30	<i>Panel reflection, refreshments</i>			211, 104
11.30 – 12.30	Academic staff (<i>max 15 persons who have not been directly involved in compiling the self-evaluation report: professors, lecturers etc representing all study areas/institutes</i>)		2.03a	104
			2.03b	211

12.30 – 13.30	<i>Working lunch and panel reflection</i>			104
13.30 – 14.30	Leaders of research groups, young researchers, and one or more foreign researchers (10-15 persons)		2.04a	104
			2.04b	211
14.30 – 15.30	Students (<i>covering all levels and institutes/college, including from both MA and PhD levels least 2 foreign students, at least 2 students who have studied abroad; some students who have not studied abroad, 10-15 persons</i>)		2.05a	104
			2.05b	211
15.30 – 16.00	<i>Panel reflection, refreshments</i>			211
16.00 – 18.00	Tour of the campus (including the library and dormitories)			

Thursday, May 17

Time	Meeting	Name	Nº	Room
9.00 – 10.00	Employers/social partners, including the private sector/entrepreneurs and internship partners from all study areas (max 10 persons)		3.01	104
10.00 – 11.00	Alumni (graduated 1-5 years ago)		3.02	104
11.00 – 12.00	<i>Inquiry of documents (in case we have discovered during the visit that we need some more evidence) / “open doors” – opportunity for those who want to come to discuss various topics related to institutional accreditation with the experts / ad hoc interviews (in case we have discovered during the visit that we need to talk (again) with someone)</i>			104
	Visit of 1-2 lectures/seminars, randomly chosen on the same day			
12.00 – 12.30	<i>Panel reflection, refreshments</i>			104
12.30 – 13.00	Rector and Vice-Rectors		3.03	211
13.00 – 13.30	Open meeting to staff and students: presentation of preliminary conclusions			104

Friday, May ...

EKKA, Toompuiestee 30

9.00 – 16.30 Writing the assessment report

16.30 – 17.00 Evaluation of the process

Coordinator:

List of documents to be available at the visit

- A copy of the Academic Quality Strategy document in English
- Broad sample of student marked work including some representative examples of BA/BSc, MA/MSc and PhD theses in different subject areas + assessment criteria
- Random samples (from all institutes) of learning outcomes on the subject level + assessment methods and criteria
- Samples of feedback questionnaires, summaries of results and analyses
- Examples of course literature /study material
- Examples of course schedules
- Examples of reports of internships