

## Guidelines regarding the activities carried out during the on-site visit by the Experts' Panel to evaluate a Doctoral Study Domain

Activity	Participants	Purpose of the activity
Organizational meeting of the Experts' Panel	Members of the Experts' Panel	<ul style="list-style-type: none"> <li>- Discussing the findings of each member of the panel following the individual review and analysis of the internal evaluation report drawn up by the education provider under review and its Annexes and the completion of the preliminary verification sheet;</li> <li>- discussing and setting up the program of additional meetings during the evaluation visit;</li> <li>- discussing and determining the additional documents to be requested from the institution under review;</li> <li>- sharing and coordinating the roles that each panel member will have during the evaluation visit;</li> <li>- preparing the meetings held on the first day of the review.</li> </ul>
Meeting between the Experts' Panel and the management representatives of the institution under review and the representatives of the CSUD <sup>1</sup>	Members of the Experts' Panel, Representatives of the University's management Representatives of the CSUD and the Doctoral School /Schools Contact person	Presentation of the goal, objectives and program of the evaluation visit.
Discussions on technical issues within the Experts' Panel	Members of the Experts' Panel	Drawing conclusions on the previous meeting, making notes of the draft external evaluation report and preparing for the next meeting.
Visiting the educational and research material base	Members of the Experts' Panel, Representatives of the evaluated institution	Assessing the compatibility of the study and research infrastructure with the doctoral study domain and

<sup>1</sup> Council for University Doctoral Studies



Activity	Participants	Purpose of the activity
		its ability to support students in carrying out doctoral theses under performance conditions
Meeting of the Experts' Panel with the academic staff corresponding to the doctoral study domain evaluated	Members of the Experts' Panel, Academic staff members who are Doctoral advisors	
Meeting of the Experts' Panel with employers of Doctoral graduates within the doctoral study domain under review	Members of the Experts' Panel, Employers' representatives	
Meeting of the Experts' Panel with doctoral graduates within the doctoral study domain under review	Members of the Experts' Panel, Doctoral graduates having earned the title of Doctor	
Meeting of the Experts' Panel with Doctoral students in the doctoral study domain under review	Members of the Experts' Panel, Doctoral students	
Meeting of the Experts' Panel members with the person in charge of the doctoral study domain under review	Members of the Experts' Panel, Representatives of the evaluated institution	Clarifying any questions raised during the visit.
Meeting the Commission for Quality Evaluation and Assurance (CQEA <sup>2</sup> ) / Quality Assurance Department	Members of the Experts' Panel, Representatives of the evaluated institution	Understanding the functioning of the internal quality assurance system and related processes.
Meeting with the Doctoral school's/Doctoral schools' Council in which the doctoral study domain under review is operating	Members of the Experts' Panel, Members of the CSUD	
Meeting with the members of the IOSUD's Ethics Commission	Members of the Experts' Panel, Members of the Ethics Commission	
Meeting with the Directors/the persons in charge of the research centers/laboratories within the doctoral study domain/domains under review	Members of the Experts' Panel, Directors of the research centers/laboratories	
Conducting the Experts' Panel's specific activities and making notes on the external evaluation report's draft. If deemed necessary, additional meetings may be held with	Members of the Experts' Panel, Representatives of the evaluated institution	

<sup>2</sup> Commission for Quality Evaluation and Assurance (Romanian acronym: CEAC – Comisia pentru Evaluarea si Asigurarea Calității)

Activity	Participants	Purpose of the activity
<p>representatives of the University Senate (including students);</p> <ul style="list-style-type: none"> <li>- representatives of the student organization/organizations;</li> <li>- representatives of the Career Guidance and Counselling Centre (CCOC<sup>3</sup>);</li> <li>- representatives of the IOSUD's library;</li> <li>- representatives of the research centers/laboratories within the Doctoral School's domain or the doctoral study domain;</li> <li>- representatives of the Canteen Services-Student Residence Directorate (or equivalent).</li> </ul> <p>Some questionnaires may be applied to the Doctoral students in the doctoral study domain under review; their results will be processed and interpreted by the end of the evaluation visit.</p> <p>Education documents displayed at the IOSUD/Doctoral School secretariat may be checked.</p>		
<p>Meeting between the Experts' Panel members and the person in charge of the doctoral study domain under review</p>	<p>Members of the Experts' Panel, Representatives of the evaluated institution</p>	<p>Clarifying any questions raised during the visit.</p>
<p>Conducting the work of the Experts' Panel (including continuing certain activities started/established the previous day, analyzing additional documents made available by the representatives of the institution under review, making notes on the draft of the external evaluation report or conducting specific meetings with various representatives of the institution under review).</p>	<p>Members of the Experts' Panel, Representatives of the evaluated institution</p>	

<sup>3</sup> Romanian acronym CCOC - Centrul de Consiliere și Orientare în Carieră



<b>Activity</b>	<b>Participants</b>	<b>Purpose of the activity</b>
Technical discussions on the drafting of the summary report of the Experts' Panel		
Meeting between the Experts' Panel members and the representatives of the institution under review to communicate the conclusions of the evaluation process	Members of the Experts' Panel, Representatives of the evaluated institution	Identified weaknesses and (preliminary) recommendations formulated to improve the activity will also be presented

\* All the activities included in the Experts' Panel's visit program's structure are mandatory, but their order and duration shall be determined by the Panel depending on the evaluation's specifics.