

Recommendations for activities carried out during the experts' panel visit for the evaluation of an institution organizing doctoral study programs (IOSUD)

Activity	Attendants	Purpose of the activity
Executive meeting of the Experts' Panel	Members of the Experts' Panel	<ul style="list-style-type: none"> - Discuss the findings of each team member after individually reading and reviewing the internal evaluation report drafted by the education provider under evaluation and the report annexes and after filling in the preliminary verification sheet; - discuss and establish the schedule of other meetings during the evaluation visit; - discuss and establish what additional documents will be requested from the evaluated institution; - assign and coordinate the roles that each team member will have during the evaluation visit; - prepare the meetings to be held on the first day of the evaluation.
Meeting of the Experts' Panel with the representatives of the management of the evaluated institution and of the CSUD	Members of the Experts' Panel Representatives of the university management Representatives of the CSUD and of the doctoral school/s	Present the purpose, objectives, and schedule of the evaluation visit.
Technical discussions within the Experts' Panel	Members of the Experts' Panel	Conclusions regarding the previous meeting; making notes in the draft external evaluation report; preparing the next meeting.



Activity	Attendants	Purpose of the activity
Meeting of the Experts' Panel with the Director of CSUD and the team that drafted the internal evaluation report	Members of the Experts' Panel Representatives of the evaluated institution	<ul style="list-style-type: none"> - Preliminary discussions about the review and findings regarding the internal evaluation report and its annexes submitted by the education provider under evaluation, made by the Experts' Panel prior to the evaluation visit; - discussions about organizing the evaluation visit; - discussions about the additional documents that the representatives of the evaluated institution must provide to the Experts' Panel, and about additional meetings that the Experts' Panel wants to have with representatives of the various structures of the institution.
Visit to the teaching and research material base	Members of the Experts' Panel Representatives of the evaluated institution	Focus on the compatibility of the educational and research infrastructure with the doctoral study domain(s), and the capacity of this infrastructure to provide a high-performance context for creating doctoral theses
Meeting of the Experts' Panel with the teaching staff related to the IOSUD	Members of the Experts' Panel Teaching staff acting as doctoral advisors	
Meeting of the Experts' Panel with employers of doctoral students graduates of IOSUD	Members of the Experts' Panel Representatives of employers	
Meeting of the Experts' Panel with doctors, graduates of the evaluated IOSUD	Members of Experts Graduates who hold a doctors' title	
Meeting of the Experts' Panel with students studying in the evaluated IOSUD	Members of Experts' Panel Doctoral students	
Meeting of the Experts' Panel with the Director of CSUD	Members of Experts' Panel Representatives of the evaluated institution	Clarification of any questions which may have occurred during the visit.



Activity	Attendants	Purpose of the activity
Meeting with the Quality Assurance and Evaluation Commission (CEAC) / Quality Assurance Department	Members of Experts' Panel Representatives of the evaluated institution	Understand how the internal quality assurance system works and what the related processes are.
Meeting with members of the CSUD	Members of Experts' Panel Members of the CSUD	
Meeting with members of the CSD/organized within IOSUD	Members of Experts' Panel Members of the CSD	
Meeting with the members of the Ethics Commission	Members of Experts' Panel Members of the Ethics Commission	
Meeting with the managers / persons in charge with the research centers/laboratories related to the doctoral school(s) organized within the IOSUD	Members of Experts' Panel Managers of the research centers/laboratories	
Specific activities of the Experts' Panel and drafting of the project of the External evaluation report. If necessary, additional meetings may be organized with: representatives of the University Senate (including students); representatives of student organization(s); representatives of the of and Career Counselling and Guidance Center (CCOC); representatives of the IOSUD Library; representatives of research centers/laboratories of the doctoral school(s) of the IOSUD, representatives of the direction for student residences/cafeteria (or equivalent). Some questionnaires could be filled in by doctoral students of the IOSUD, with the results to be processed and interpreted before the end of the site visit. The documents available at the secretariat of IOSUD/doctoral school(s) may be verified.	Members of Experts' Panel Representatives of the evaluated institution	
Meeting of the Experts' Panel with the Director of CSUD	Members of Experts' Panel Representatives of the evaluated institution	Clarification of any questions which may have occurred during the visit.



Activity	Attendants	Purpose of the activity
<p>Activities of Experts' Panel (including continuation of some prior activities/initiated the previous day, analysis of additional documents provided by the evaluated institution, completing the draft of the external evaluation report or meetings with various representatives of the evaluated institution). Technical discussions related to drafting synthetic report of the Experts' Panel.</p>	<p>Members of Experts' Panel Representatives of the evaluated institution</p>	
<p>Meeting of the Experts' Panel with the representatives of the evaluated institutions for sharing with them the conclusions of the evaluation process</p>	<p>Members of Experts' Panel Representatives of the evaluated institution</p>	<p>The weak points identified as well as preliminary recommendations should be presented to improve the activity</p>
<p>Carry out the activities of the Experts' Panel and make notes in the draft external evaluation report.</p> <p>If necessary, additional meetings can be held with representatives of the university Senate (including students);</p> <ul style="list-style-type: none"> - representatives of the students' organization/s in the faculty; - representatives of the Career Counselling and Guidance Center (CCOC); - representatives of the IOSUD library; - representatives of the research centers/laboratories operating in the domain of the doctoral school or the evaluated domain; - representatives of the student hostels-canteen directorate (or equivalent). <p>Questionnaires can be applied to the doctoral students in the evaluated doctoral study domain, the results of which would be processed and interpreted by the end of the evaluation visit.</p> <p>Study documents held by the IOSUD/doctoral school's secretariate can be checked.</p>	<p>Members of Experts' Panel Representatives of the evaluated institution</p>	
<p>Meeting of the Experts' Panel with the person in charge for the evaluated doctoral study domain</p>	<p>Members of Experts' Panel Representatives of the evaluated institution</p>	<p>Clarification of any questions occurred during the visit.</p>



Activity	Attendants	Purpose of the activity
<p>Running of the activity of the Members of Experts' Panel (including continuing some of the activities initiated/established on the previous day, analyzing the additional documents provided by the representatives of the evaluated institution, making notes in the draft external evaluation report, holding meetings with various representatives of the evaluated institution). Technical discussions about the drafting of the synthetic report of the Experts' Panel</p>	<p>Members of Experts' Panel Representatives of the evaluated institution</p>	
<p>Meeting of the members of the Members of Experts' Panel with the representatives of the evaluated institution, communication of the conclusions of the evaluation process</p>	<p>Members of Experts' Panel Representatives of the evaluated institution</p>	<p>The weaknesses identified and the (preliminary) recommendations formulated to support improvement of the activity shall be communicated as well</p>

* All the activities contained in the schedule of the visit of the evaluation commission are mandatory; however, the sequence and the duration of these activities shall be established by the commission depending on the specific elements of the evaluation.