

Recommendations regarding the activities carried out during the on-site visit by the Experts' Panel to evaluate a doctoral study domain for accreditation

Activity	Participants	Purpose of the activity
Organisational meeting of the Experts' Panel	Members of the Experts' Panel	<p>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;</p> <p>Discussing and setting up the schedule of additional meetings during the evaluation visit;</p> <p>Discussing and determining the additional documents to be requested from the institution under review, if it is the case;</p> <p>Assigning and coordinating the roles that each panel member will have during the evaluation visit;</p> <p>Preparing the meetings held on the first day of the evaluation.</p>
Meeting between the Experts' Panel and the management representatives of the institution under review and the representatives of the CSUD	<p>Members of the Experts' Panel</p> <p>Representatives of the University's management</p> <p>Representatives of the CSUD and of the doctoral school</p> <p>Contact person</p>	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 on the draft external evaluation report and preparing for the next meeting.



Activity	Participants	Purpose of the activity
Meeting of the Experts' Panel with the person in charge for the evaluated doctoral study domain and the team that drafted the internal evaluation report	Members of the Experts' Panel Representatives of the evaluated institution	Preliminary discussions about the analysis and findings of the Experts' Panel prior to the evaluation visit regarding the internal evaluation report and its annexes submitted by the education provider under evaluation; Discussions about organising the evaluation visit; Discussions about the additional documents that the Experts' Panel requests, if any, and about the additional meetings that the Panel wants to have with representatives of the various structures of the institution.
Visiting the educational and research material base	Members of Experts' Panel Representatives of the evaluated institution	Assessing the compatibility of the study and research infrastructure with the doctoral study domain and its ability to provide a high-performance context for the students in carrying out doctoral theses.
Meeting of the Experts' Panel with the academic staff corresponding to the doctoral study domain evaluated	Members of Experts' Panel Academic staff members who are Doctoral advisors	
Meeting of the Experts' Panel with the person in charge for the evaluated doctoral study domain	Members of the Experts' Panel Representatives of the evaluated institution	Clarification of any questions occurred during the visit.
Meeting with the members of the Quality Assurance and Evaluation Commission (CEAC) / Quality Assurance Department	Members of the Experts' Panel Representatives of the evaluated institution	Analysing the functioning of the internal quality assurance system and of the related processes.
Meeting with members of the Council of the doctoral school where the evaluated domain will operate	Members of the Experts' Panel Members of the Council of the doctoral school (CSD)	



Activity	Participants	Purpose of the activity
Meeting with the members of the Ethics Commission of the higher education institution	Members of the Experts' Panel Members of the Ethics Commission	
Meeting with the Directors/the persons in charge of the research centres/laboratories within the doctoral study domain under review	Members of the Experts' Panel Directors of the research centres /laboratories	
<p>Carrying out the specific activities of the Experts' Panel and making notes in the draft external evaluation report.</p> <p>If deemed necessary, additional meetings can be organised with:</p> <ul style="list-style-type: none"> • representatives of the University Senate (including students); • representatives of the student organisation/s; • representatives of the Career Guidance and Counselling Centre (CCOC); • representatives of the library of the higher education institution; • representatives of the research centres/laboratories within the domain of the doctoral school/s or the evaluated domain; • representatives of the Canteen Services-Student Residence Directorate (or equivalent). 	Members of the Experts' Panel Representatives of the evaluated institution	
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.



Activity	Participants	Purpose of the activity
<p>Conducting the work of the Experts' Panel (including continuing certain activities started/established the previous day, analysing additional documents provided by the representatives of the institution under review, making notes on the draft of the external evaluation report or conducting meetings with representatives of the institution under review). Discussions on the drafting of the external evaluation report of the Experts' Panel.</p>	<p>Members of the Experts' Panel Representatives of the evaluated institution</p>	
<p>Meeting between the Experts' Panel members and the representatives of the institution under review to communicate the conclusions of the evaluation process</p>	<p>Members of the 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 included in the structure of the Experts' Panel's visit program are mandatory, but their order and duration shall be determined by the Panel depending on the evaluation's specifics.