

## Recommendations regarding the activities carried out within (or during) the on-site visit by the experts' panel to evaluate a joint study programme

Activity	Participants	Purpose of the activity
Organisational meeting of the expert evaluators' panel (can be organised online)	Members of the expert evaluators' panel, technical secretary	To discuss the aspects found by each panel member after reviewing the internal evaluation report of the joint programme
		To discuss and determine additional documents to be requested from the partner HEI, if necessary
		To discuss and establish how the meetings scheduled within the evaluation visit will be carried out
		To establish the roles and responsibilities of each member of the panel during the on-site visit
		To prepare the meeting objectives and the list of topics to be tackled on during the discussions with the representatives of the partner HEI
Meeting of expert evaluators' panel with the representatives of the <b>management of the consortium</b> of partner institutions	Members of the expert evaluators' panel, technical secretary Representatives of the management of partner institutions Contact person	To present the goal, objectives, and schedule of the evaluation visit. To discuss the correlation between the objectives of the joint study programme with the labour market needs and the mission of the partner institutions
Technical discussions within the expert evaluators' panel	Members of the expert evaluators' panel, technical secretary	To draw conclusions on the previous meeting, make notes on the draft external evaluation report, and prepare for the next meetings
Meeting of the expert evaluators' panel with the <b>person in charge</b> for the evaluated joint study programme and the team that drafted the internal evaluation report	Members of the expert evaluators' panel, technical secretary Representatives of the institution coordinating the joint study programme	Preliminary discussions about the review and findings of the members of the evaluation panel prior to the evaluation visit regarding the internal evaluation report and its annexes provided by the consortium of partner universities
		Presentation on how the internal evaluation report was developed
		Discussions on how the partner institutions defined the responsibilities of the parties in developing and implementing the joint study programme
		How employers and other stakeholder groups have been involved in developing the joint study programme; their further contribution to the development of the programme
		Discussions about the additional documents that the expert evaluators' panel requests, if any, and about the additional meetings that the panel wants to have with representatives of the various structures of the institutions that make the consortium
		Discussions about organising the evaluation visit



Activity	Participants	Purpose of the activity
<p>Visiting the educational and research material base provided by the consortium of partner institutions for the evaluated study programme</p>	<p>Members of the expert evaluators' panel, technical secretary Representatives of the visited consortium institutions</p>	<p>Review of the infrastructure</p>
<p>Meeting of the expert evaluators' panel with the <b>teaching staff</b> of the evaluated joint study programme</p>	<p>Members of the expert evaluators' panel, technical secretary Tenured teaching staff teaching the subject matters included in the curriculum</p>	<p>Discussions about the learning objectives and learning outcomes intended by the joint programme, and about their role in achieving these. Aspects related to the pedagogic approach to teaching and learning within the context of student and teaching staff mobility. Advantages of carrying out the study programme jointly.</p>
<p>Meeting of the expert evaluators' panel with potential <b>employers</b> of the future alumni of the evaluated study programme domain</p>	<p>Members of the expert evaluators' panel Representatives of employers</p>	<p>Discussions about the skills that students acquire within the joint programme, and the extent to which they match the requirements of the labour market. Involving employers in the career development of the alumni.</p>
<p>Meeting of the expert evaluators' panel with <b>alumni</b> of the evaluated joint study programme</p>	<p>Members of the expert evaluators' panel Alumni of the study programme</p>	<p>Only applicable for periodic evaluations</p>
<p>Meeting of the expert evaluators' panel with <b>students</b> in the evaluated joint study programme</p>	<p>Members of the expert evaluators' panel Students of the study programme</p>	<p>Only applicable for periodic evaluations</p>
<p>Meeting with the consortium's persons in charge with <b>internal quality evaluation and quality assurance</b></p>	<p>Members of the expert evaluators' panel Representatives of the partner institutions' consortium, in charge with internal quality assurance</p>	<p>To analyse the functioning of the internal quality assurance system and of the related processes, and the identified possibilities for improvement and implementation of such possibilities.</p>



Activity	Participants	Purpose of the activity
<p>Meeting with the persons representing the research centres/laboratories conducting research in the field of the joint study programme domain</p>	<p>Members of the expert evaluators' panel Persons representing the research centres/laboratories of the partner institutions</p>	<p>To analyse aspects related to providing the adequate venues and equipment for study and research-development activities, access to databases and bibliography sources, independent student's work, etc., and activities for accessing funding projects to cover all training activities.</p>
<p>If deemed necessary, additional meetings can be organised with representatives of the managerial and administrative structures of the institutions that deliver the joint study programme: - representatives of the departments providing ICT support and support for online teaching activities - representatives of international relations departments and student mobility departments: - representatives of libraries;</p>	<p>Members of the expert evaluators' panel, technical secretary Representatives of the HEI that provides the joint study programme</p>	
<p>Meeting of the members of the expert evaluators' panel with representatives of the management of the consortium of partner institutions and the person in charge with the evaluated joint study programme</p>	<p>Members of the expert evaluators' panel Representatives of the consortium of partner institutions</p>	<p>To clarify any questions raised during the visit</p>



Activity	Participants	Purpose of the activity
Meeting of the members of the expert evaluators' panel with representatives of the partner institutions' consortium to communicate the conclusions of the evaluation process	Members of the expert evaluators' panel Representatives of the consortium of partner institutions	Communicate the weaknesses identified and the (preliminary) recommendations formulated to support improvement of the activities within the evaluated study programme.