

Annex 4

Recommendations for the activities performed during the on-site visit

Activity	Participants	Purpose/description of the activity
Meeting of the members of the external quality evaluation experts' panel (online) (no more than 25 days from receiving the IER)	Panel members	✓ Aspects found by panel members after reviewing the internal evaluation report of the DSD (IER) ✓ Additional documents to be requested from the HEI, if necessary
Meeting of the members of the external quality evaluation experts' panel (online) (no more than 5 days before the on-site visit)	Panel members	✓ Roles and responsibilities of the panel members during the on-site visit ✓ Objectives of the meetings and topics to tackle during the discussions
Technical discussions in the external quality evaluation experts' panel ¹	Panel members	✓ Conclusions on the previous meeting/s ✓ Make notes in the draft external evaluation report ✓ Preparing the next meetings
Meeting of the external quality evaluation experts' panel with the representatives of the management of the organisational component	Panel members Representatives of the management of the organisational component Contact person	✓ Objectives and agenda of the evaluation visit ✓ General presentation of the organisational component and the DSD ✓ Methodologies, regulations and procedures, and review of these documents ✓ Engagement of stakeholders in the development, application, and revision of methodologies, regulations and procedures ✓ Analysis of the results of the doctoral students' biannual evaluation of teachers' performance ✓ International collaboration and academic mobility programmes for doctoral students and staff ✓ Fair opportunities, access to resources and services based on individual learning needs ✓ Management of material resources ✓ Staff recruitment procedures ✓ Use of ITC to improve the quality of the offered services ✓ Transparency of decision-making ✓ Publishing and access to information of public interest
Meeting of the external quality evaluation experts' panel with the team that has drafted the internal evaluation report	Panel members Team that has drafted the IER	✓ Drawing up of the internal evaluation report ✓ Findings of the panel members after reviewing the IER ✓ Organising the on-site visit

¹ Sunt meetings shall be scheduled whenever necessary.

Activity	Participants	Purpose/description of the activity
Visiting the material resources	Panel members Representatives of the HEI, as applicable	✓ Analysis of the material resources ✓ Management of material resources
Meeting of the external quality evaluation experts' panel with the teaching staff involved in the activities within the DSD	Panel members Teaching staff who are PhD supervisors	✓ Content of the training programme based on advanced higher education studies and envisaged learning outcomes ✓ Learning, teaching, practical training, research and evaluation experiences ✓ Principles of student-centred learning and teaching strategies used ✓ Adapting to individual learning needs ✓ Understanding the expectations of doctoral students with respect to the content of the subject matters in the curriculum based on advanced higher education studies ✓ Capitalisation on the results of the scientific research activities in supporting the doctoral students to achieve the learning outcomes ✓ Involvement in the process of adopting and revising methodologies, regulations and implementation procedures ✓ Periodic evaluation of the quality of the activities of the teaching and auxiliary teaching staff ✓ Professional training and personal development ✓ Venues dedicated to staff activities, and pertaining equipment ✓ Working conditions ✓ International collaboration and academic mobility programmes ✓ Access to information of public interest
Meeting of the external quality evaluation experts' panel with employers ² of the DSD alumni	Panel members Employers	✓ Content of the training programme based on advanced higher education studies and envisaged learning outcomes ✓ Competences acquired by the alumni ✓ Engagement in the learning, teaching, practical training, research activities ✓ Engagement in developing methodologies and regulations, as well as implementation procedures (quality assurance, including in the field of ethics and academic conduct; initiation, monitoring, and periodic reviews of the DSD) ✓ Use of ITS to improve the quality of the offered services ✓ Access to information of public interest
Meeting of the external quality evaluation experts' panel with alumni ³ of the DSD	Panel members Graduates	✓ Adequacy of the curriculum to professional development needs ✓ Use of ITC to improve the quality of the offered services ✓ Participation in academic mobility programmes ✓ Access to information of public interest

² Avoid inviting employers who are also teaching staff at the HEI, as applicable. **To ensure adequate representativeness, some of the guests may attend the meeting online.**

³ Avoid inviting alumni who are also teaching staff at the HEI, as applicable. **To ensure adequate representativeness, some of the guests may attend the meeting online.**

Activity	Participants	Purpose/description of the activity
Meeting of the external quality evaluation experts' panel with doctoral students of the DSD	Panel members Doctoral students	✓ Application of the student-centred learning principles ✓ How scientific research activities are carried out ✓ Fair opportunities, access to resources and services ✓ Structuring of the curriculum in relation to the expected learning outcomes, and organisation of the curriculum based on transferable study credits ✓ Understanding the teaching staff's expectations regarding the content of the subject matters in the curriculum ✓ Adequacy of the curriculum to professional development needs ✓ Evaluation of learning outcomes ✓ Biannual evaluation of teaching staff's performance ✓ Participation in academic mobility programmes ✓ Regulations concerning the students' professional activity, Students' Guide ✓ Involvement in the process of adopting and revising methodologies, regulations and implementation procedures ✓ Venues assigned for education, research and administrative processes, and for doctoral student services ✓ Use of ITC to improve the quality of the offered services ✓ Access to information of public interest
Meeting of the external quality evaluation experts' panel with the staff in charge with the research centres/laboratories	Panel members in charge with research centres/ laboratories	✓ How scientific research activities are carried out ✓ Analysis of the material resources, including with respect to the equipment and scientific resources ✓ International cooperation and collaboration in research activities
Meeting of the external quality evaluation experts' panel with representatives of the quality assurance organisational structures	Panel members Representatives of quality assurance organisational structures	✓ Consistently implemented strategic directions, actions, and procedures ✓ Impact on the quality of education ✓ Stakeholder engagement ✓ Data collection and analysis
Meeting of the external quality evaluation experts' panel with members of the Academic Conduct Commission	Panel members Members of the Academic Conduct Commission	✓ Independent operation based on the Regulation
Meeting of the external quality evaluation experts' panel with representatives of the organisational component / contact person / representatives of the CEAC / representatives of quality assurance organisational structures	Panel members Representatives of the management / representatives of the CEAC / representatives of the quality assurance organisational structures Contact person	✓ Clarification of aspects resulted from the activities and discussions carried out throughout the visit, if necessary



Activity	Participants	Purpose/description of the activity
Meeting of the members of the expert evaluators' panel with representatives of the management of the HEI or the EP, as applicable, and management of the organisational component, to communicate the conclusions of the evaluation process	Panel members Representatives of the management Contact person	✓ Preliminary conclusions ✓ Strengths and weaknesses ✓ Preliminary recommendations
If necessary and depending on the type of doctoral studies evaluated, other meetings can be conducted as well, for example with representatives of: – the departments that provide IT support, for example, for organising the online activities – international relations departments and student mobility departments – Career Counselling and Guidance Centre, etc.		