

SCHEDULE FOR THE SITE 1st VISIT
BANAT'S UNIVERSITY OF AGRICULTURAL SCIENCES AND VETERINARY
MEDICINE TIMISOARA
28th -30th November 2012

<i>Time</i>	<i>What & who?</i>	<i>Why?</i>
28th November 2012		
Late afternoon	Arrival of evaluation team	
2 hours	Briefing meeting Evaluation team alone	Division of tasks; discussion of the self-evaluation; inventory of issues for preliminary visit
Evening	Dinner Evaluation team, with rector and liaison person	Welcome, make acquaintance; go over preliminary programme; discuss key issues for evaluation from the institution's perspective (arising from self-evaluation and/or from rector's experience)
29th November 2012		
9.00 – 10.00	Meeting with rector Evaluation team, rector	Discuss <i>privately</i> issues that need to be stressed in evaluation team's visit and report
10.15-11.15	Introduction meeting and meeting with self-evaluation group Self-evaluation steering group, evaluation team, liaison person	Introduction to the institution: structures, quality management and strategic management; national higher education and research policies; student issues. Understand self-evaluation process and extent of institutional involvement; how useful was self-evaluation for the institution (emerging issues, function in strategic planning processes)? Are self-evaluation data still up to date? Will they be updated for the second site visit?
11.30 –12.30	Tour of the campus	To get to know the campus and paying special attention to student facilities.
12.30 –13.30	Lunch Evaluation team alone	Reflect upon impressions of first meetings and complete information as

		necessary
13.30 –14.15 parallel	Visit to Faculty of Veterinary Medicine and Faculty of Animal Sciences and Biotechnology Dean, vice-dean	Introduction to the faculty: structures, quality management and strategic management; discuss relationships of faculties with the central level; input in self-evaluation; role of quality control activities in faculty
14.30 –15.30 parallel	Visit to Faculty of Agriculture and Faculty of Food Processing and Technology Students	Students' views on experience (e.g., teaching and learning, student input in quality control and (strategic) decision making)
15.45 –16.45 parallel	Visit to Faculty of Veterinary Medicine and Faculty of Animal Sciences and Biotechnology Students	Students' views on experience (e.g., teaching and learning, student input in quality control and (strategic) decision making)
17.00 –18.00	Meeting with external partners	Discuss relations of the institution with external partners of the private and public sectors
18.15 –19.15	Debriefing meeting Evaluation team alone, at hotel (prepare for conference room)	Reflect on impressions; prepare second day of visit
Evening	Dinner Evaluation team alone	Reflect on impressions gained thus far
30th November 2012		
8.30 – 9.15 parallel	Visit to Faculty of Agriculture and Faculty of Food Processing and Technology Dean and possibly vice-dean	Introduction to the faculty: structures, quality management and strategic management; discuss relationships of faculties with the central level; input in self-evaluation; role of quality control activities in faculty
9.30 – 10.30 parallel	Visit to Faculty of Agriculture and Faculty of Food Processing and Technology Academic staff representatives	Discuss relationships of faculties with the central level; input in selfevaluation; role of quality control activities in faculty; recruitment of new staff; staff development; motivation policies. Please note that deans or vice deans should not be present at this meeting: it is reserved for “regular” academic staff only.
10.45 – 11.45 parallel	Visit to Faculty of Veterinary Medicine and Faculty of Animal Sciences and Biotechnology	Discuss relationships of faculties with the central level; input in selfevaluation; role of quality control activities in faculty; recruitment of

	Academic staff representatives	new staff; staff development; motivation policies. Please note that deans or vice deans should not be present at this meeting: it is reserved for “regular” academic staff only.
12.00 – 12.45	Debriefing meeting Evaluation team alone with working lunch	Reflect on impressions; list issues for additions to self-evaluation report and main visit
12.45 – 13.15	Evaluation team, liaison person	Plan the second visit schedule (select faculties or units, special or additional persons to speak with); logistical support for or during visit; visit team’s meeting and working rooms (where team can work on its oral report) to agree topics of additional documentation
13.15 – 13.30	Evaluation team, rector and liaison person	Concluding session
<i>Afternoon</i>	<i>Departure of evaluation team</i>	

Liaison person,
Ass.prof. TULCAN CAMELIA, PhD