

Suggested Site Visit Schedule

Time (minutes)	Day 1
30	<p>Protocol meeting of reviewers with the University Chancellor or his representative (or Vice) in the presence of NAQAAE President (or Vice) and director of the University's Quality Assurance Center</p> <p>The meeting will cover:</p> <ul style="list-style-type: none"> - Identifying what does the Faculty provide within the University framework - The extent of the University's support to the Faculty - How the Faculty's mission and strategy relate to the University's mission and strategy
30	<ul style="list-style-type: none"> - Audit team transfers to the institution and is met by the Dean, faculty members and the visit coordinator - Transfer to the room assigned to the team
30	<ul style="list-style-type: none"> - Document Review
90	<ul style="list-style-type: none"> - Meeting of academic leaders (all team members)
60	<p>Reviewers are divided into two groups to carry out the following parallel activities:</p> <ul style="list-style-type: none"> - Meeting teaching assistants (two members at least, one of whom is the team leader) - Monitoring resources and activities
60	<p>Reviewers are divided into two groups to carry out the following parallel activities:</p> <ul style="list-style-type: none"> - Meeting graduate students if applicable (two members at least, one is a team leader) - Monitoring resources and activities
60	<p>Reviewers are divided into groups to carry out the following in parallel:</p> <ul style="list-style-type: none"> - Meeting stakeholders (two members at least, one of whom is the team leader) - Observation of facilities, infrastructure and activities
60	<p>Closed meeting for reviewers to discuss interview results, observations and document examination</p>
15	<p>Meeting of the team leader with the Dean and Coordinator to confirm the second day's schedule and request clarifications</p>
Time (minutes)	Day 2
15	<ul style="list-style-type: none"> - Auditors group meeting with the Dean and Coordinator - Transfer to the room assigned to the team
30	<ul style="list-style-type: none"> - Document review
90	<ul style="list-style-type: none"> - Meeting of faculty members (all team members)
90	<ul style="list-style-type: none"> - Meeting of undergraduate students (all team members)
75	<p>Review team is divided into groups to carry out the following parallel</p>

	activities: <ul style="list-style-type: none"> - Meeting members of the Quality Assurance Unit (two members at least, one of whom is the team leader) - Monitoring resources and activities
60	Audit team is divided into groups to carry out the following in parallel: <ul style="list-style-type: none"> - Meeting graduates (two members at least, one is a team leader) - Observation of facilities, infrastructure and activities
60	Closed meeting for auditors to discuss interview results, observations and document examination
15	Meeting of team leader with the Dean and Coordinator to confirm the third day's schedule and request clarifications
Time (minutes)	Day 3
15	<ul style="list-style-type: none"> - Review team meeting with the Dean and Coordinator - Transfer to the room assigned to the team
45	<ul style="list-style-type: none"> - Document Review
60	Review team is divided into groups to carry out the following parallel activities: <ul style="list-style-type: none"> - Meeting members of the administrative body (two members at least, one of whom is the team leader) - Observation of facilities, infrastructure and activities
150	Reviewers are divided into groups to carry out the following parallel activities: <ul style="list-style-type: none"> - Collective or individual meetings with some parties concerned when needed (faculty members, assistants, students and administrators) - Observation of facilities, infrastructure and activities - Document Review (if needed)
120	Closed meeting for auditors to discuss interview results, observations, document examination and preparing the oral report
30	General meeting with the President of the Foundation, agents and others invited by the President to listen to the public oral report on the evaluation results

Notes

- Activities start from 9 am to 5 pm.
- A 45-minute lunch break each day.