

TETOVO
26-27 February

WHEN	WHAT	WHO
DAY 1 -TETOVO		
9:30-10:00	A meeting with the evaluation committee: - To allow evaluators to summarize the purpose of the site visit, the accreditation process, and the roles and functions of the site visitors, and - To review the schedule for the first day as planned by the program and make adjustments as necessary	All the evaluation committee
10:00-11:00	Meeting with Program Director to provide the site visit team with an opportunity to obtain a more complete understanding of the curriculum and the program objectives, philosophy, course objectives, operational procedures, student selection criteria (if used), student evaluation protocols, enrolment, student attrition rates, processes for monitoring progress in development of student knowledge and skills, success of program graduates, etc.	Program Director and most involved staff, student representative
11:00-12:00	Tour of Facilities a brief tour to familiarize site visitors with the classroom, laboratory, and other facilities used by students during didactic and/or supervised practice components of the program.	xxx
12:00-12:30	Brief talk with Administrative staff	Administrative staff responsible
12:00-14:00	Internal meeting	Ester &Carlos
14:00- 15:00 LUNCH		
14:00-16:00	Interviews: Faculty level: to discuss course selection and content, instructional methods and objectives, evaluation mechanism, etc. Students level: to obtain reactions to all phases of the program through a group meeting or private interviews, without faculty or others being present Program Director level: to obtain additional information, to clarify points of information acquired during the day, and to review the schedule for the second day of the visit	Teachers, Students, Program Director
DAY 2 TETOVO		
9:00-11:00	Interviews Supervisor and Instructional Personnel: to provide site	

	visitors with an opportunity to assess the faculty's involvement in the program, their contacts with program administration, teaching methods, and the type of supervision, instruction and evaluation afforded students in the setting. Students at Affiliate Sites: to obtain students' reactions to the program. Employed Program Graduates: (if possible and reasonable) - to provide site visitors with an opportunity to evaluate graduates' satisfaction with the educational process and the degree to which the program prepares graduates to perform entry-level functions.	
11:00-13:00	Preparation of Site Visit Team Report	
13:00-14:00 LUNCH		
14:00-15:00	Concluding Meeting with Program Director a brief meeting to share the findings and conclusions in the draft site visit team report with the program director prior to the exit conference EFQM criteria: a brief look and final discussion	

TRANSFER FROM TETOVO TO BITOLA

BITOLA
28-29 February

WHEN	WHAT	WHO
DAY 1 BITOLA		
9:30-10:00	A meeting with the evaluation committee: - To allow evaluators to summarize the purpose of the site visit, the accreditation process, and the roles and functions of the site visitors, and - To review the schedule for the first day as planned by the program and make adjustments as necessary	All the evaluation committee
10:00-11:00	Meeting with Program Director to provide the site visit team with an opportunity to obtain a more complete understanding of the curriculum and the program objectives, philosophy, course objectives, operational procedures, student selection criteria (if used), student evaluation protocols, enrolment, student attrition rates, processes for monitoring progress in development of student knowledge and skills, success of program graduates, etc.	Program Director and most involved staff, student representative
11:00-12:00	Tour of Facilities a brief tour to familiarize site visitors with the classroom, laboratory, and other facilities used	xxx

	by students during didactic and/or supervised practice components of the program.	
12:00-12:30	Brief talk with Administrative staff	Administrative staff responsible
12:00-14:00	Internal meeting	Ester & Carlos
14:00- 15:00 LUNCH		
14:00-16:00	Interviews: Faculty level: to discuss course selection and content, instructional methods and objectives, evaluation mechanism, etc. Students level: to obtain reactions to all phases of the program through a group meeting or private interviews, without faculty or others being present Program Director level: to obtain additional information, to clarify points of information acquired during the day, and to review the schedule for the second day of the visit	Teachers, Students, Program Director
DAY 2 BITOLA		
9:00-11:00	Interviews Supervisor and Instructional Personnel: to provide site visitors with an opportunity to assess the faculty's involvement in the program, their contacts with program administration, teaching methods, and the type of supervision, instruction and evaluation afforded students in the setting. Students at Affiliate Sites: to obtain students' reactions to the program. Employed Program Graduates: (if possible and reasonable) - to provide site visitors with an opportunity to evaluate graduates' satisfaction with the educational process and the degree to which the program prepares graduates to perform entry-level functions.	
11:00-13:00	Preparation of Site Visit Team Report	
13:00-14:00 LUNCH		
14:00-15:00	Concluding Meeting with Program Director a brief meeting to share the findings and conclusions in the draft site visit team report with the program director prior to the exit conference EFQM criteria: a brief look and final discussion	
TRANSFER FROM BITOLA TO THE AIRPORT		

