

**HELLENIC QUALITY ASSURANCE
AND ACCREDITATION AGENCY
HQA**

**DRAFT PROGRAM
OF SITE VISIT
OF THE EXTERNAL EVALUATION COMMITTEE**

Sunday:

Arrival in Athens, first meeting of the committee's members in the hotel lobby during the evening.

Monday:

9:30-11:00 Briefing of the committee's members at the HQA office for the procedures and the evaluation documents.

(For academic units out of Athens)

12:00	Departure from the hotel, transport at the headquarters of the institution to be evaluated
	Arrival at their destination, meeting with the chairman and the faculty members of the academic unit under evaluation and transport of the committee's members to the hotel
	Brief meeting with the chairman of the evaluated academic unit and the rector and the vice rector of academic affairs (who is also the chairman of institution's MODIP). Brief meeting with OMEA of the academic unit
	Brief conference of the members' Committee at the hotel to discuss the details and prepare the meetings of the next two days.

Or (for academic units in Athens)

12:00	Visit to the chairman of the evaluated academic unit and meeting with the chairman and OMEA members
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16:00-16:30	Meeting with the Rector and vice rector of academic affairs (who is also president of the institutions' MODIP)
17:00-19:00	Brief conference of the committee's members at the hotel to discuss the details and prepare for the meetings of the next two days

Tuesday: The details of the program of the site visit will be finalized by the evaluated academic unit

9:00-16:30	Meetings with: <ul style="list-style-type: none"> • Members of the faculty • Students • Members of the administrative staff Visit various laboratories and support units of the academic unit
17:00-19:00	Meeting of the committee' members at the hotel to share their impressions of the day and record their observations and notes

Wednesday:

9:00-14:00	Follow-up interviews, meetings and visits to various units and facilities of the academic unit (library, computer labs, sports facilities, etc.). Farewell meeting with the Chairman and the President of MO.DI.P
p.m	Return to Athens Meeting of the committee's members to the hotel to record their comments and impressions from visits and meetings of the day. The stay of the Commission may have to be extended until noon Thursday, if they evaluate more than one curriculum.

Thursday:

9:00-18:00: Drafting of the external evaluation, in a location provided by HQA

Friday:

9:00-18:00: Continuing of Drafting the Report in a location provided by HQA

Saturday: Finalization, signing and handing over of the external Evaluation Report to HQA.

Departure of the committee's members from Athens.

Notes:

The final program and the details of meetings with representatives of the academic community of the evaluated academic unit, from Monday afternoon until Wednesday

or Thursday morning, will be finalized by the academic unit Chairman and the HQA before the site visit

The necessary coffee breaks and lunches will be programmed by the members of the Committee.