

EVALUATION TEAM PRE-VISIT PLAN SAMPLE (IEEP/IAP)

Time	Activities	Scope of Activities
Pre-Visit (Conducted generally 2-3 weeks before the site visit) (B.1)		
09:30-10:00	(The evaluation team's transfer to the institution)	
10:00-12:30	Meeting among the team members	Distribution of tasks among the team members, discussions on the site visit and the evaluated institution's ISER.
12:30-13:30	The evaluation team meets the institution's rector and other relevant senior officials (introduction meeting/lunch).	Introduction and exchange of ideas regarding the evaluation process
13:30-14:30	Meeting between the evaluation team and the institution's quality commission members	The quality commission provides general information on the operation of quality assurance processes in the institution.
14:30-16:00	Visits to the institution's campus(es)	Observation of the institution's campuses, facilities and infrastructure for common use and the means and services offered to students
16:00-17:00	Meeting between the team leader and the rector	The site visit program is designed.
17:00	(The evaluation team's departure from the institution)	

Color indicators:

- : The evaluation team's activities in the institution
- : The evaluation team's own activities
- : Meetings between the evaluation team and the institution's representatives