**Suggested schedule for face to face site visits[[1]](#footnote-1)**

| SESSION NO. | TIMING | TOPIC | PERSONS FOR INTERVIEW | LEAD PANEL MEMBER |
| --- | --- | --- | --- | --- |
| [DD.MM.YYYY] - Online meeting with the agency's resource person[organised ideally two weeks before the site visit] |
| 1 | 120 min | Review panel’s kick-off meeting and preparations for site visit | *(include name and title)* |  |
| 2 | 90 min | An online clarifications meeting with the agency’s resource person regarding the specific national/legalcontext in which an agency operates, specific quality assurance system to which it belongs and key characteristics of the agency’s external QA activities |  |  |
| [DD.MM.YYYY] – Day 0 (pre-visit) |
| 3 | 60 min | Review panel’s pre-visit meeting and preparations for day 1 |  |  |
| 4 | As necessary | A pre-visit meeting with the agency’s resource person to clarify any remaining questions after the online clarifications meeting |  |  |
| [DD.MM.YYYY] – Day 1 |
|  | 30 min | Review panel’s private meeting |  |  |
| 5 | 45 min | Meeting with the CEO and the Chair of the Board (or equivalent) |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 6 | 45 min | Meeting with the team responsible for preparation of the self-assessment report |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 7 | 45 min | Meeting with representatives from the Senior Management Team |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 8 | 45 min | Meeting with key staff of the agency/staff in charge of external QA activities |  |  |
|  | 60 min | Lunch (panel only) |  |  |
| 9 | 45 min | Meeting with department/key body of the agency 1 |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 10 | 45 min | Meeting with department/key body of the agency 2 |  |  |
| 11 | 60 min | Wrap-up meeting among panel members and preparations for day 2 |  |  |
|  |  | Dinner (panel only) |  |  |
| [DD.MM.YYYY] – Day 2 |
|  | 60 min | Review panel’s private meeting |  |  |
| 12 | 45 min | Meeting with ministry representatives (where relevant) |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 13 | 45 min | Meeting with heads of some reviewed HEIs/ HEI representatives |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 14 | 45 min | Meeting with quality assurance officers of HEIs |  |  |
|  | 60 min | Lunch (panel only) |  |  |
| 15 | 45 min | Meeting with representatives from the reviewers’ pool |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 16 | 45 min | Meeting with stakeholders, such as employers, students, local community |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 17 | 45 min | Meeting with stakeholders, such as employers, students, local community |  |  |
| 18 | 60 min | Wrap-up meeting among panel members: preparation for day 3 and provisional conclusions |  |  |
| [DD.MM.YYYY] – Day 3 |
| 19 | 60 min | Meeting among panel members to agree on final issues to clarify |  |  |
| 20 | 60 min | Meeting with CEO to clarify any pending issues |  |  |
| 21 | 90 min | Private meeting between panel members to agree on the main findings |  |  |
|  | 60 min | Lunch (panel only) |  |  |
| 22 | 30 min | Final de-briefing meeting with staff and Board members of the agency to inform about preliminary findings |  |  |

1. For a suggested schedule for online site visits please check the Protocol for Online Site Visits (available at: <https://www.enqa.eu/about/>) [↑](#footnote-ref-1)