

**REVIEW OF ALMA MATER EUROPAEA
TIMETABLE OF THE SITE-VISIT FOR THE TEAM**

	23rd February 2015 (Monday) Working at University office
14.00 – 14.30	Introductory meeting. Presentation about Slovenian Higher education system.
14.30 – 14.45	<i>Break</i>
14.45 –	Preparation for the site-visit, discussions.
	24th February 2015 (Tuesday) Visit to Alma Mater Europaea
9.00 – 10.00	Meeting with President (Rector)
10.00 – 10.15	<i>Break (Review team alone)</i>
10.15 – 11.30	Meeting with Heads of Academic Departments/Heads of Study Programs (to include doctoral programs), but excluding the President; also, the Coordinator of Academic Programs
11.30 – 11.45	<i>Break (Review team alone)</i>
11.45 – 12.45	Meeting with the Senate representatives (including students; excluding the Chair/President); also Chair and Deputy Chair of Academic Assembly
12.45 – 13.45	<i>Lunch</i>
13.45 – 14.45	Meeting with the Management Board (7 members); also 2 persons involved in preparing the Strategic Plan (Asst. Prof. Bojana Filej); Tomaž Klojčnik)
14.45 – 15.00	<i>Break (Review team alone)</i>
15.00 – 16.00	Meeting with Administrative & Support Staff (to include: Head Secretary; Finance/Accountant; Study Office; HR; Information Dept; Records Dept; International Dept)
16.00 – 16.15	<i>Break (Review team alone)</i>
16.15 – 17.15	Meeting with representatives of Self – evaluation group members and representatives of Quality Department (or equivalent)
17.15 – 17.45	Private panel meeting <i>Departure to the hotel</i>

	25th February 2015 (Wednesday) Visit to Alma Mater Europaea
9.00 – 10.00	Meeting with Teaching Staff Full & PT (up to 10 to cover study programs at Bachelor, Masters, and PhD levels)
10.00 – 10.15	<i>Break (Review team alone)</i>
10.15 – 11.15	Meeting with Students: Undergraduate, Masters, Doctoral students and Students' Council representatives
11.15 – 11.30	<i>Break (Review team alone)</i>
11.30 – 12.30	Meeting with Research Staff and Postdoctoral (maximum of 8 in total)
12.30 – 13.30	<i>Lunch</i>
13.30 – 15:00	Observation of facilities and learning resources
14.45 – 15:00	<i>Break (Review team alone)</i>
15:00 – 16:00	Meeting with Graduates (3) and Social partners/ employers (5) (maximum of 8)

	in total)
15.45 – 16.15	Final meeting with Self-evaluation Group members (or other staff, according to request of experts); if required
16.15 – 17.30	Private panel meeting
17.30 – 17.50	Preliminary (oral) feedback to the institution
18.00	<i>Departure to the hotel</i>
	26th February 2015 (Thursday) Working at University office/Departure
10.00 – 13.00	Team work, discussion of the findings, decisions on basic points of the report
	<i>Departure</i>