

Visit Program to the Tajik Pedagogic University (Dushanbe, Tajikistan),

2 March 2015		
07.30	Gathering in the hall of the hotel. Departure to the university	
08:00 –8: 15	Reception in the university	
08.15-09: 15	Meeting with the governing body of the degree	
09: 15-10: 30	Visit of the university facilities (classrooms, infrastructures, library, etc)	
10: 30-11:00	Coffee	
11:00-12:00	Interview with the students	
12:00-12: 45	Interview with the administrative staff	
12:45-14:00	Lunch	
14:00-15:00	Interview with the teaching staff	
15:00-16:00	Interview with the employers and other relevant stakeholders	
16:00-17:00	Internal meeting of the review team to analyze the information and to prepare the oral report	
17:00-18:00	Public presentation of the main findings by the review team.	
18:00	End of the visit	

REQUIREMENTS AS REQUESTED FOR THE INTERVIEWS WITH THE VARIOUS INTEREST GROUPS:

TEACHING STAFF:

- Teaching staff representatives for all contractually hired positions
- Teaching staff representatives, full-time and part-time
- Teaching staff representatives for internship mentors
- Teaching staff representatives with various years of teaching experience
- A balance between male and female teaching staff representatives will be sought in order to respect the criteria for gender.
- Approximately 10 teaching staff representatives will be requested

ADMINISTRATIVE STAFF:

- Representatives for the administrative personnel who perform a variety of functions
- Representatives of the administrative personnel with various years of experience in their positions
- Representatives of the administrative personnel who participate in the governance bodies
- Representatives of the administrative personnel who participate in the University Assembly
- A balance between male and female administrative personnel representatives will be sought in order to respect the criteria for gender.
- Between 5 and 8 administrative personnel representatives will be requested

STUDENTS:

- Student representatives with varying levels of academic performance
- Student representatives who are currently performing internships
- Student representatives who have participated in mobility programs
- Student representatives from student organizations
- Student representatives who participate in the governance bodies
- A balance between male and female student representatives will be sought in order to respect the criteria for gender.
- Approximately 10 student representatives will be requested

EMPLOYERS:

- Representatives of employers from public and private sectors
- Representatives from professional associations or bodies
- A balance between male and female employer representatives will be sought in order to respect the criteria for gender.
- Between approximately 5 and 8 employer representatives will be requested.

A list of the various representatives who will be participating in the corresponding interviews will be requested, including a brief summary of information about them.

MATERIAL RESOURCES NEEDED FOR THE MEETINGS

The External Evaluation Committee must have a meeting room available at the center in order to carry out the corresponding interviews and committee meetings. This meeting room must have sufficient capacity to allow the interviews with the various interest groups to take place under the appropriate conditions and in a suitable environment.

As a minimum, the room must have a computer with access to the Internet as well as a printer connected to the computer in the corresponding room.

All materials serving as evidence must be available at the center, specifically in the meeting room used by the External Evaluation Committee, so that these materials can be examined during the external visit.