

SCHEDULE FOR THE SITE VISIT OF UNIVERSITY OF MARIBOR

Experts are split into subgroups so that each subgroup covers all 6 areas of assessment

22 May 2013		
Time, which experts	What and who?	Why?
<p>9.00 – 12.00</p> <p>A subgroup of experts visits the Faculty of Energy Technology in Krško</p>	<p>Visit to the Faculty of Energy Technology</p> <p>Higher education teachers, faculty administrative and specialist staff, students and student representatives</p> <p>9.00–9.45 – teachers 9.50–10.35 – staff 10.40–11.10 – student representatives 11.15–12.00 – students</p> <p>Teachers (young researchers, HE teachers and associates, researchers) 8-10 participants;</p> <p>Administrative and specialist staff (student office, library staff, international office, tutoring system, accounting, career counselling, practical training, HRM, research center) 8-10 participants;</p> <p>Student representatives (students who are engaged in various faculty bodies, student council) max. 10 participants;</p> <p>Students (max. 10 participants)</p>	<p>Introduction to the faculty (organization, quality management and strategic management, relationship of the faculty with the university, findings from self-evaluation, the role of quality assurance activities – adopting measures; students' view on teaching and learning, their input in quality assurance and decision making)</p>



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29 May 2013		
Time, which experts	What and who?	Why?
8.00 – 8.45 Entire group of experts	Team meeting At the University of Maribor, Slomškov trg 15, Maribor	
9.00 – 10.00 Entire group of experts	Introductory meeting with rector, pro-rectors Evaluation group of experts, rector and pro-rectors	Introduction of the group of experts, the purpose and course of external evaluation, clarification of open questions
10.00 – 10.45 Entire group of experts	Tour of the University of Maribor	
11.00 – 12.15 Two subgroups of experts conduct parallel interviews <i>Subgroup (1)</i> <i>Subgroup (2)</i>	Meeting with self-evaluation team and representatives from different Commissions (1) Quality assessment committee, Committee for graduate studies, Committee for postgraduate studies / (2) Habilitation committee, Committee for scientific research, Committee for international and inter-university cooperation (10–12 participants per subgroup)	Introduction to the quality assurance and management system, strategic management, study policies and strategy; habilitations, international cooperation and research
12.30 – 14.00 Entire group of experts	Lunch	
14.15 – 15.30 Two subgroups of experts conduct parallel interviews <i>Subgroup (1)</i> <i>Subgroup (2)</i>	Meeting with the deans / Governing board (1) Deans from the faculties of UM / (2) Governing board representatives (at least 5 participants from the Governing board)	Discuss the relationship of faculties with the university with respect to strategic development and quality assurance/management; input in self-evaluation; economic matters
15.40 – 16.25 Two subgroups of experts conduct parallel interviews	Meeting with the Senate of UM /with stakeholders (external partners) 10 to 12	





<p><i>Subgroup (1)</i></p> <p><i>Subgroup (2)</i></p>	<p>participants</p> <p>(1) Senate representatives / (2) Stakeholder representatives (stakeholders that participate in the teaching process, research projects, practical training, stakeholders from industry and the public sector or/and local community)</p>	<p>Discuss relationship of senate with rector's team regarding strategic and quality management</p>
<p>16.30 – 17.45</p> <p>Two subgroups of experts conduct parallel interviews</p> <p><i>Subgroup (1)</i></p> <p><i>Subgroup (2)</i></p>	<p>Meeting with student representatives (10 to 15 participants) / with graduates of several faculties (10 to 15 participants)</p> <p>(1) Student representatives (student council of UM, student council representatives of some faculties, representatives of various student associations) / (2) Graduates of study programmes of various faculties</p>	<p>Student representatives' view on the institution, on relations with rector's office, on student input in quality management and in decision making</p> <p>Graduates' view on UM and its relation to the graduates</p>
<p>18.00 – 19.00</p>	<p>Debriefing meeting</p>	<p>Exchange impressions, review the day</p>

30 May 2013		
Time, which experts	What and who?	Why?
<p>9.00 – 12.00</p> <p>Two subgroups of experts conduct parallel interviews at two faculties</p> <p><i>Subgroup (1)</i></p> <p><i>Subgroup (2)</i></p>	<p>(1) Visit to the Faculty of Law / (2) Faculty of Arts</p> <p>Higher education teachers, faculty administrative and specialist staff, students and student representatives</p> <p>9.00–9.45 – teachers 9.50–10.35 – staff 10.40–11.10 – student representatives 11.15–12.00 – students</p> <p>Teachers (young</p>	<p>Introduction to the faculty (organization, quality management and strategic management, relationship of the faculty with the university, findings from self-evaluation, the role of quality assurance activities – adopting measures; students' view on teaching and learning, their input in quality assurance and decision making)</p>



	<p>researchers, HE teachers and associates, researchers) 8-10 participants;</p> <p>Administrative and specialist staff (student office, library staff, international office, tutoring system, accounting, career counselling, practical training, HRM, research center) 8-10 participants;</p> <p>Student representatives (students who are engaged in various faculty bodies, student council) max. 10 participants;</p> <p>Students (max. 10 participants)</p>	
<p>12.30 – 15.30</p> <p>Two subgroups of experts conduct parallel interviews at two faculties</p> <p><i>Subgroup (1)</i></p> <p><i>Subgroup (2)</i></p>	<p>(1) Visit to the Faculty of Electrical Engineering and Computer Science / (2) Faculty of Education</p> <p>Higher education teachers, faculty administrative and specialist staff, students and student representatives</p> <p>12.30–13.15 – teachers 13.20–14.05 – staff 14.10–14.40 – student representatives 14.45–15.30 – students</p> <p>For more information on interviewees look at the row above</p>	<p>Introduction to the faculty (organization, quality management and strategic management, relationship of the faculty with the university, findings from self-evaluation, the role of quality assurance activities – adopting measures; students' view on teaching and learning, their input in quality assurance and decision making)</p>
<p>15.30 – 16.45</p> <p>Entire group of experts</p>	<p>Lunch</p>	
<p>17.00 – 20.00</p> <p>Two subgroups of experts conduct parallel interviews at two faculties</p> <p><i>Subgroup (1)</i></p>	<p>(2) Visit to the Faculty of Chemistry and Chemical Technology - FCCT / (1) Meeting with Administrative and specialist services, mentors and tutors</p>	<p>Introduction to the faculty (organization, quality management and strategic management, relationship of the faculty with the university, findings from self-evaluation, the role of quality assurance activities</p>



<p><i>Subgroup (2)</i></p>	<p>(2) FCCT: 17.00–17.45 – teachers 17.50–18.35 – staff 18.40–19.10 – student representatives 19.15–20.00 – students</p> <p>For more information on interviewees look at the row above</p> <p>(1) Administrative and specialist services, mentors, tutors:</p> <p>17.00 – 17.45 Chief secretary, Financial affairs, planning and analysis office, Accounting office, Investment and maintenance office, Management office, Law and human resources office, Office for information systems, Office for development and maintenance of computer systems, Office for e-learning (max. 10 participants)</p> <p>17.50 – 18.35 Education and academic affairs office, Higher education enrolment and information office, Student affairs office, Habilitation office, Researcher and university members' project support office, Project office, International cooperation and mobility programme office (max. 10 participants)</p> <p>18.40 – 19.10 Center for quality development, Career center of UM (max. 8 participants)</p>	<p>– adopting measures; students' view on teaching and learning, their input in quality assurance and decision making)</p> <p>Evaluate the functioning and organization of administrative and specialist services at the UM, mentors and tutors</p>
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	19.15 – 20.00 Tutors (teachers and students), mentors and coordinators of professional practice from various faculties (max. 10 participants)	
After 20.00 in the hotel.	Debriefing meeting	Exchange impressions, review the day

31 May 2013		
Time, which experts	What and who?	Why?
8.30 – 9.15 Entire group of experts	Meeting with international researchers and international postgraduate students International postgraduate students, researchers (10 to 12 participants)	Discuss their experience of the institution
9.30 – 10.30 Entire group of experts	Meeting with the rector Rector	Discuss the findings and open questions
10.30 – 12.30 Entire group of experts	Adopting oral report Evaluation group of experts (alone)	Adapt oral report
12.30 – 13.00 Entire group of experts	Presentation of the oral report	

*The group of experts has the right to introduce minor changes to the site visit schedule if necessary for the purpose of external evaluation.

