**Doc. 600.4**

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| **Ref. Number:** |  |
| **Programme of study:** | Doctor of Medicine (MD) |
| **Institution:** |  |
| **Dates of on-site visit:** |  |

**Subject: External Evaluation Committee (EEC) site visit**

The site visit will take place according to the following indicative schedule and it can change according to the EEC’s suggestions:

**Day 1**

**8:30 Briefing of EEC**

**9:30 – 17:00 (indicative time)**

**9:30 – 10:00**

* A meeting with the Head of the Institution and the Head or/and members of the Internal Evaluation Committee. [30 minutes]

Duration of presentation: 15-20΄ Discussion: 10-15΄

**Name of presenter(s):**

……………………………….

**10:00 – 11:00**

* A meeting with a group of students (minimum 12) or/and their representatives from all the years of study.  *[60 minutes]*

**11:00 - 11:10**

* Coffee break [**10 minutes**]

**11:10 – 12:10**

* A meeting with the Dean of the Medical School, the Head of the relevant department and the programme’s coordinator/s.

Short presentations on:

* + The School’s / Department’s structure
  + The programme’s feasibility study (sustainability plans)
  + The curriculum (i.e. philosophy, allocation of courses per semester, weekly content of each course, teaching methodologies, admission criteria for prospective students, student assessment, final exams)

Maximum duration of presentation(s): 10΄ Discussion: 50΄

[60 minutes]

**Name of presenter(s):**

……………………………

**12:10 – 12:40**

* SWOT analysis and degree of compliance with the WFME standards as adopted by CYQAA.

Maximum duration of presentation: 15΄ Discussion: 15΄

[30 minutes]

**Name of presenter(s):**

……………………………

**12:40 – 13:50**

* Teaching, learning, and assessment methods, including use of technology and simulation.
* Discussion on the content of each course.

Maximum during of presentations: 10’ Discussion: 60’

[70 minutes]

**Name of presenter(s):**

……………………………

**13:50 – 14:50**

* Working lunch of the EEC, with the CYQAA Officer only

**14:50 – 15:40**

* A meeting with members of the teaching staff on each course for all the years of study.
* Discussion on the CVs (i.e. academic qualifications, publications, research interests, research activity), on any other duties in the Institution, on teaching obligations in other programmes and on mentoring, development, and appraisal of faculty.

*No presentations.*

*[50 minutes]*

**15:40 – 15:50**

* Coffee break [**10 minutes**]

**15:50 – 16:20**

* A meeting with members of the administrative staff.

*No presentations.*

*[30 minutes]*

**16:20 – 17:00**

* On site visit to the premises of the institution (i.e. library, labs, teaching rooms, research facilities).

[40 minutes]

**Day 2**

**9:00 – 16:00 (indicative time)**

**9:00 – 12:30**

* Site visit to the clinical core clerkship rotation sites affiliated with the Medical School.

(The EEC will observe students during practicum).

**12:30 – 13:30**

* Working lunch of the EEC, with the CYQAA Officer only

**13:30 – 14:30**

* A meeting with another group of students (minimum 12) or/and their representatives from all the years of study.

*[60 minutes]*

**14:30 – 15:30**

* A meeting with members of the teaching staff on each course for all the years of study.

*[60 minutes]*

**15:30 – 16:00**

* A meeting only with the Dean of the Medical School and the programme director.

*[30 minutes]*

**Notes:**

* **All staff must be available in the School both days of the site visit for any queries that may occur.**
* **It is highlighted that the presentations scheduled in the agenda should remain very short, so that adequate time remains for questions by the EEC members and productive discussion.**
* **The Medical School must state the actions taken to comply with the WFME standards and provide evidence to the EEC i.e. appropriate documentation, policies, minutes, website links etc. during the whole evaluation process.**
* **The EEC may determine the number of students for the interviews** **and the School must not invite selected students but send out a general invitation to all students.**
* **During the site visit, the EEC will also visit classes or/and laboratories of the programme of study under evaluation. Classroom and laboratory observation will be decided by the EEC during the site visit on the basis of the general weekly schedule of the institution, which should be available upon the EEC’s arrival to the institution.**