

[University]
ASIIN Accreditation Procedure
Date: dd-dd.mm.jjj



Study programmes:

-

Experts	
For ASIIN:	

AUDIT SCHEDULE

Day 1 (day, dd.mm.jjj)

Time	Location	Activities	Participants
	Airport	Arrival at the Airport	Experts and ASIIN staff member
	Airport - Hotel	Transfer to the Hotel	Experts and ASIIN staff member
evening	Hotel/Restaurant	Dinner	Experts and ASIIN staff member

Day 2 (day, dd.mm.jjj)

Time	Location	Activities	Participants
9:00 am	University	Preliminary Meeting of the Experts and Inspection of exams and final papers	Experts and ASIIN staff member
11.00 am	University	<p>Opening Meeting with Program Coordinators and Representatives of the Rector's Office</p> <p><i>Issues:</i> Further development of the university; position of the programs in the context of the university; profile of the programs and perspectives of further development as viewed by the rectorate; studies and teaching at the participating institutions; staff (currently and planned development); cooperation; perspectives of further development; equipment; communication and coordination; organization of studies and management of teaching; quality assurance, internationalisation</p>	<p>Representatives of the Rector's Office (Rector and/or Vice Rector(s))</p> <p>Program Coordinators</p> <p>Representatives of Quality Management Department and International Office</p> <p>Experts and ASIIN staff member</p>
12.30 pm	University	Lunch break	Experts and ASIIN staff member

1.30 pm	University	Visitation of Participating Institutes and Laboratories Visit of laboratories, equipment, project rooms, library, teaching and learning rooms, etc.	Representatives of the University and participating institutes and laboratories Experts and ASIIN staff member
3.00 pm	University	Meeting with Program Coordinators <i>Issues:</i> Educational goals; curriculum; course of studies; contents and methods of teaching; counseling and support for students; organization of exams; study results; relevance for the labor market, student mobility	Program Coordinators Experts and ASIIN staff member
5.30 pm	University	<i>End of First Audit Day</i>	
7.00/8.00 pm	Hotel/Restaurant	Proposal for a dinner	Experts and ASIIN staff member

Day 3 (day, dd.mm.jjj)

Time	Location	Activities	Participants
9.00 am	University	Meeting with Students <i>Issues:</i> Educational goals and study program; contents of study; organization of study; exams; counseling and support for students; conditions of study; study abroad	Only students Experts and ASIIN staff member
10.30 am	University	Coffee break and internal discussion of the experts	Experts and ASIIN staff member

10.45 am	University	<p>Meeting with partners from the industry/private sector</p> <p><i>Issues: Cooperation of industry partners with University regarding e.g. the development of the Curriculum; internships, final thesis in industry</i></p>	<p>Partners from industry and the private sector</p> <p>Alumni</p> <p>Experts and ASIIN staff member</p>
12.00 pm	University	Lunch break	Experts and ASIIN staff member
1.00 pm	University	<p>Meeting with Teaching Staff</p> <p><i>Issues: Curriculum; course of studies; contents and methods of teaching; counseling and support for students; further qualification of professors and other teaching staff</i></p>	<p>Teaching staff of each program</p> <p>Experts and ASIIN staff member</p>
2.30 pm	University	Additional meeting with Program Coordinators	<p>Program Coordinators</p> <p>Experts and ASIIN staff member</p>
3.30 pm	University	Final discussion of the experts	Experts and ASIIN Staff member
05.00 pm	University	<p>Final Meeting with Program Coordinators and Representatives of the Rector's Office</p> <p><i>Issues: Summary of the impressions of the peer group; opportunity for final explanations by the HEI in case of unclear matters</i></p>	<p>Representatives of the Rector's Office</p> <p>Program Coordinators</p> <p>Experts and ASIIN staff member</p>
5.30 pm	University	<i>End of Second Audit Day</i>	
7.00 pm	Hotel/Restaurant	Proposal for a dinner	Experts and ASIIN Staff member

Day 4 (day, dd.mm.jjj)

Time	Location	Activities	Participants
	Airport	Departure at the Airport	Experts and ASIIN staff member
		Arrival in Germany/home country	Experts and ASIIN staff member