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# External Examiners Team Group

1. Žan Dapčevič, Academia
2. PKS Representative (Chamber of Commerce of Serbia) [INSERT NAME]
3. BMU / VISER subject representative for VISER / BMU students work sampling [INSERT NAMEs]

# Quality Standards subject to External Review

* PT & SCHE Pilot Study programmes Guide to Quality and Assessment
* Metrics for External Evaluation of PT&SCHE Programmes based on ESG Standards

# Workflow

**Step 1: Institution uploads required documents by April 27th 2018**

* List of students enrolled in PT&SCHE pilot programme
* PT&SCHE pilot programme (units) specification (Learning outcomes, required reading list, essential unit reading list, assessment criteria, teaching staff associated with units, teaching hours, ECTS)
* PT&SCE pilot programme student handbook (brochure)

**Step 2: External Examiners provides a visit plan by April 28th 2018**

* Sends a list of students to be sampled

**Step 3: Institution uploads required documents by May 4th 2018**

1. Institution’s Strategic Plan
2. Quality Assurance Handbook or similar
3. Self-evaluation report for last academic year and/or self-evaluation report on PT&SCHE if already available
4. Faculty Staff CVs and their Academic Appointments
5. Institution’s report on Faculty and non-faculty staff HRM and development
6. Financial plan for institution’s and PT&SCHE for next 5 years

For points 4 and 5 attachments are not necessary if already included in self-evaluation report.

**Step 4: Quality Assurance Visit and Sampling**

May 7th 2018 at Belgrade Metropolitan University Proposed timetable

|  |  |  |
| --- | --- | --- |
| Time | Activity | Resources required / People Involved |
| 08:00 - 08:15 | **Meeting with Institution’s representatives** dean, PT&SCHE pilot programme leader | [INSERT NAMEs] |
| 08:15 - 12:30 | **Sample students work** EEs to be left alone. | * Internal verification and assessment records * Students work |
| 12:30 - 13:45 | **EE’s Working lunch** | / |
| 13:45 - 14:30 | **Interview with Faculty Staff involved in PT&SCHE** | [INSERT NAMEs] |
| 14:45 - 15:30 | **Interview with Students involved in PT&SCHE** | [INSERT NAMEs] |
| 15:45 -  16:30 | **Interview with Employers involved in PT&SCHE Internships / Employers of students / graduates** | [INSERT NAMEs] |
| 16:30 - 17:30 | **EE Work Meeting** | / |
| 17:30 - 17:45 | **Short Feedback to the Institution’s representatives** | [INSERT NAMEs] |

May 8th 2018 at VISER\_Proposed timetable

|  |  |  |
| --- | --- | --- |
| Time | Activity | Resources required / People Involved |
| 08:00 - 08:15 | **Meeting with Institution’s representatives** dean, PT&SCHE pilot programme leader | [INSERT NAMEs] |
| 08:15 - 12:30 | **Sample students work** EEs to be left alone. | * Internal verification and assessment records * Students work |
| 12:30 - 13:45 | **EE’s Working lunch** | / |
| 13:45 - 14:30 | **Interview with Faculty Staff involved in PT&SCHE** | [INSERT NAMEs] |
| 14:45 - 15:30 | **Interview with Students involved in PT&SCHE** | [INSERT NAMEs] |
| 15:45 -  16:30 | **Interview with Employers involved in PT&SCHE Internships / Employers of students / graduates** | [INSERT NAMEs] |
| 16:30 - 17:30 | **EE Work Meeting** | / |
| 17:30 - 17:45 | **Short Feedback to the Institution’s representatives** | [INSERT NAMEs] |

**Step 5: QA Report produced by May 16th 2018**

External examiners will produce quality-assurance programme an institutional reports by May 16th 2018.

**Step 6: Appeals on QA report possible by May 21rd 2018**

Institutions are eligible to provide an appeal on report by May 21st 2018

**Step 7: QA final report and dissemination 24th – 25th May 2018**

External examiners will re-examine the report as well as the appeal and produce final report by 24th May 2018. Presentation will be conducted at PTSCHE event in Kragujevac.