

**Schedule for the first of the IEP-EUA Evaluation Team to *Titu Maiorescu* University from Bucharest (TMU)**

May 15, 2013 **Day 0**

<b>When</b>	<b>What</b>	<b>Where</b>	<b>Who</b>	<b>Activities</b>
Late afternoon				Arrival of evaluation team
17:30 - 19:30	<b>Briefing meeting</b>	Hotel	Evaluation Team alone	
20:00	<b>Dinner</b>	Hotel's Restaurant	Evaluation Team, Rector Prof. PhD Smaranda ANGHENI, Liaison Person Prof. PhD Dumitru GHEORGHIU	<ul style="list-style-type: none"> <li>- Welcome, make acquaintance</li> <li>- Go over preliminary programme</li> <li>- Discuss key issues for evaluation from the University's perspective (arising from self-evaluation and/or from Rector's experience)</li> </ul>

May 16, 2013 Day 1

When	What	Where	Who	Activities
9:00 – 10:00	<b>Meeting with Rector</b>	Rector's Office, R Building, Dâmbovnicului Street no. 22, 3 <sup>rd</sup> floor	Evaluation team, Rector Prof. Phd. Smaranda ANGHENI	Private discussion regarding expectations from the visit and issues to be emphasized in the report
10:15 – 11:30	<b>Introduction meeting and meeting with self-evaluation group</b>	Senate Hall, R Building, Dâmbovnicului Street no. 22, 5 <sup>th</sup> floor	Evaluation team, self-evaluation group, Liaison Person Prof. PhD Dumitru GHEORGHIU	<ul style="list-style-type: none"> <li>- Presentation of TMUB: structures, quality management and strategic management; national higher education and research policies; student issues</li> <li>- Discussions concerning the understanding of the self-evaluation process and extent of the institutional involvement</li> </ul>
11:30 – 12:30	<b>Tour of University</b>		Evaluation team, Liaison Person Prof. PhD Dumitru GHEORGHIU	To get to know the locations of TMUB and facilities for students
12:30 – 14:00	<b>Lunch</b>	Cafeteria	Evaluation Team, Liaison Person Prof. PhD Dumitru GHEORGHIU	Reflect upon impressions of the first meetings and complete information as necessary
14:10 – 15:00 <b>parallel</b> Evaluation team is divided into two to visit two faculties	<b>Visits to faculties</b> Meeting with Dean and possibly Vice Dean  <b>Faculty of Dentistry</b>          <b>Faculty of Economic Sciences</b>	Senate Hall, R Building, Dâmbovnicului Street no. 22, 5 <sup>th</sup> floor          Dean's Office, M Building, Văcărești Ave no. 189, 1 <sup>st</sup> floor	Part of the evaluation team          Part of the evaluation team	<ul style="list-style-type: none"> <li>- Presentation of the faculty: structure, quality management, strategic management, faculty relations with the central level</li> <li>- To discuss faculty involvement in self-evaluation</li> <li>- To discuss the role of quality control activities in faculty</li> <li>- To discuss the role of students in the faculty management</li> </ul> <i>The Dean can make a short (10 minutes) presentation</i>

When	What	Where	Who	Activities
15:10 – 15:50 <b>parallel</b> Evaluation team is divided into two to visit two faculties	<b>Visits to faculties</b> Meeting with Academic Staff representatives ( <i>about 12, including junior staff</i> ) <b>Faculty of Dentistry</b>  <b>Faculty of Economic Sciences</b>	Senate Hall, R Building, Dâmbovicului Street no. 22, 5 <sup>th</sup> floor  Meeting Hall, M Building, Văcărești Ave no. 189	( <i>Dean and Vice Dean should not be present</i> )  Part of the evaluation team  Part of the evaluation team	- To discuss faculty relations with the central level - To discuss faculty involvement in self-evaluation - To discuss the role of quality control activities in faculty - To discuss staff development and motivation policies
16:00 – 16:40 <b>parallel</b> Evaluation team is divided into two to visit two faculties	<b>Visits to faculties</b> Meeting with Student representatives <b>Faculty of Dentistry</b>  <b>Faculty of Economic Sciences</b>	Senate Hall, R Building, Dâmbovicului Street no. 22, 5 <sup>th</sup> floor  Meeting Hall, M Building, Văcărești Ave no. 189	( <i>No University staff permitted in this session</i> )  Part of the evaluation team  Part of the evaluation team	To discuss students' views on experience of the University e.g. teaching and learning, participation in decision-making and quality assurance, facilities for students (cafeteria, hostel, club etc.)
17:00 – 18:00	<b>Meeting with external partners</b>  <b>Faculty of Dentistry</b> <b>Faculty of Economic Sciences</b> <b>Faculty of Law</b> <b>Faculty of Computer Science</b>	Senate Hall, R Building, Dâmbovicului Street no. 22, 5 <sup>th</sup> floor	The evaluation team	To discuss relations of the University with external partners of the private and public sectors
18:30 – 20:00	<b>Debriefing meeting</b>	Hotel	Evaluation team alone	Private discussions to reflect on the day's events; prepare second day of visit
20:00	<b>Dinner</b>	Hotel's Restaurant	Evaluation team alone	

May 17, 2013  
Day 2

When	What	Where	Who	Activities
9:00 – 9:50 <b>parallel</b> Evaluation team is divided into two to visit two faculties	<b>Visits to faculties</b> Meeting with Dean and possibly Vice Dean  <b>Faculty of Law</b>  <b>Faculty of Informatics</b>	Dean’s Office, V Building, Văcărești Ave no. 187, 1 <sup>st</sup> floor  Dean’s Office, M Building, Văcărești Ave no. 189, 1 <sup>st</sup> floor, M 101	Part of the evaluation team  Part of the evaluation team	- Presentation of the faculty: structure, quality management, strategic management, faculty relations with the central level - To discuss faculty involvement in self-evaluation - To discuss the role of quality control activities in faculty - To discuss the role of students in the faculty management <i>The Dean can make a short (10 minutes) presentation</i>
10:00 – 10:40 <b>parallel</b> Evaluation team is divided into two to visit two faculties	<b>Visits to faculties</b> Meeting with Academic Staff representatives ( <i>about 12, including junior staff</i> )  <b>Faculty of Law</b>  <b>Faculty of Informatics</b>	Meeting Hall, V Building, Văcărești Ave no. 187, 1 <sup>st</sup> floor  V Building, Văcărești Ave no. 187, 2 <sup>nd</sup> floor, INFO B	( <i>Dean and Vice Dean should not be present</i> )  Part of the evaluation team  Part of the evaluation team	- To discuss faculty relations with the central level - To discuss faculty involvement in self-evaluation - To discuss the role of quality control activities in faculty - To discuss staff development and motivation policies

<b>When</b>	<b>What</b>	<b>Where</b>	<b>Who</b>	<b>Activities</b>
10:50 – 11:30 <b>parallel</b> Evaluation team is divided into two to visit two faculties	<b>Visits to faculties</b> Meeting with Student representatives  <b>Faculty of Law</b>  <b>Faculty of Informatics</b>	Meeting Hall, V Building, Văcărești Ave no. 187, 1 <sup>st</sup> floor  V Building, Văcărești Ave no. 187, 2 <sup>nd</sup> floor, INFO B	(No University staff permitted in this session)  Part of the evaluation team  Part of the evaluation team	To discuss students' views on experience of the University e.g. teaching and learning, participation in decision-making and quality assurance, facilities for students (cafeteria, hostel, club etc.)
11:40 – 12:10	<b>Debriefing meeting</b>	Senate Hall, R Building, Dâmbovnicului Street no. 22, 5 <sup>th</sup> floor	Evaluation team alone	Private discussions to reflect on the day's events; list issues for additions to the self-evaluation report (sandwiches will be served)
12:10 – 12:40	<b>Meeting</b>	Senate Hall, R Building, Dâmbovnicului Street no. 22, 5 <sup>th</sup> floor	Evaluation Team, liaison person Prof. PhD Dumitru GHEORGHIU, other representatives of TMUB	To discuss the date, format and documentation requirements for the second visit