

QA VISIT AT THE UNIVERSITY OF ZENICA – FINAL PROGRAMME

November 16-19, 2008

Sunday, November, 16, 2008

When?	What & who?	Why?	Where?
17:00	Arrival of the Expert team to Zenica Prof. Čuš, Prof. Drobnič-Košorok, Prof. Soković	-	Hotel Zenica
17:30 –	Expert team meets alone	To consider its approach to the visit and make final adjustments to the programme.	Hotel Zenica
19:00 –	Welcome by the Rector	To know one another, private discussion about the key areas to be addressed during the visit; review what is expected from the evaluation team and from the Rector.	Hotel Zenica
20:00 –	Dinner: Expert team with Rector, Liaison person and other representatives of UNZE		-

Monday – November 17, 2008

When?	What & who?	Why?	Where?
9:00 – 9:45	Meeting with senior Rector's team, (Rector, Vice Rectors, Secretary General, QA and ECTS coordinator); (8-10 persons UNZE + predstavnik osnivača)	To discuss the impact of the evaluation report. To discuss strategy, organisation and management as well as key elements of the institutional development of the University of Zenica.	Rectorate
10:00 – 10:45	Meeting with Vice Rectors, QA and ECTS coordinator (2+2 persons)	To discuss education, research and financial activities. Organisation of the quality management at UZ.	Rectorate

11:00 – 12:00	Visit at Faculty of Mechanical Engineering (dean+QA coordinator); (visit classroom, 2 laboratories, library, student service /administration/	Discuss the impact of the evaluation report and the present (and future) key elements of the institutional development, mainly in terms of the capacity for change.	Faculty of Mechanical Engineering
12:15 – 13:00	Meeting with Student Council (Student representatives-president of the student union UNZE and 3-5 members /students)	Discuss the impact of the evaluation report and the present (and future) key elements of the institutional development, mainly in terms of the capacity for change. Discuss the education process, participation of students in university activities, career development possibilities.	Rectorate
13:00 – 14:00	Lunch: Expert team alone	To review the morning's meetings and discuss the afternoon's interviews.	Rectorate /little room/
14:00 – 14:45	Meeting with Technical and Administrative staff, Secretary of faculty, chiefs of student service	To discuss the organization and responsibilities, humane resources management, QA management in their activities, life long learning possibilities, possibilities for promotion.	Rectorate
15:00 – 15:45	Meeting/(Visit) with Librarians, Technical staff, network administrator/ Library, Computer facilities,	To discuss the organization and responsibilities, humane resources management, QA management in their activities and the present (and future) key elements of the institutional development, mainly in terms of the capacity for change.	Rectorate OR Library FMiM -
16:00 – 17:00	Visit to Pedagoški fakultet	To discuss the impact of the evaluation report and the present (and future) key elements of the institutional development, mainly in terms of the capacity for change.	Pedagoški fakultet
17:15 - 18:00	Visit to Student centre	To monitor learning resources and student support.	Student centre
18:15 19:00	Meeting with Quality assurance commission members of UNZE and departments	Discuss the impact of the evaluation report and the present (and future) key elements of the institutional development, mainly in terms of the capacity for change.	Rectorate
19:00 20:00	Expert team meets alone	To review the day's programme and shape the oral report.	Rectorate
20:30	Dinner (active): with Liaison person		Shopping canter Zenica

Tuesday – November 18, 2008

When?	What & who?	Why?	Where?
9:00 – 9:45	Senior teaching /chiefs of department (6-8 persons)	Discuss the impact of the evaluation report and the present (and future) key elements of the institutional development, mainly in terms of the capacity for change in teaching and research activities.	Rectorate
10:00 – 10:45	Younger teaching assistants (6-8 persons)	To discuss teaching and research opportunities, career planning.	Rectorate
11:00 – 11:45	Meeting with students representatives (12-14 students: from all faculties per 2 students, 1 st and finally year of study)	Discuss the impact of the evaluation report and the present (and future) key elements of the institutional development, mainly in terms of the capacity for change. Discuss the education process, participation of students in university activities, career development possibilities.	Rectorate
12:00 – 13:00	Visit to Zdravstveni fakultet (dean + QA coordinator ZF and UNZE)	To discuss the impact of the evaluation report and the present (and future) key elements of the institutional development, mainly in terms of the capacity for change.	Zdravstveni fakultet
13:15 – 14:15	Lunch: Evaluation team only	To review the morning's meetings and discuss the afternoon's interviews.	Student Restaurant
14:30 - 15:30	Visit R&D member of UZ – Institute KK	To discuss the impact of the evaluation report and the present (and future) key elements of the institutional development, mainly in terms of the capacity for change.	Institute KK
15:45 - 17:45	Expert team alone – preparing two days report	To finalise the presentation of the oral report.	Rectorate
18:00 - 18:45	Meeting with Rector, Vice Rectors, QA Manager, Student Council representatives, Student centre representatives	To present the preliminary oral report and to discuss main findings and any other matters about the future development of the University of Zenica.	Rectorate
20:00	Dinner: Expert team with Rector and Liaison person and other representatives		-