



ZİDEK

*Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs
Ziraat Fakülteleri Eğitim Programları Değerlendirme ve Akreditasyon Derneği*

MANUAL FOR REMOTE EVALUATION OF PROGRAMS

2011

ZİDEK

Ziraat Fakülteleri Eğitim Programları Değerlendirme ve Akreditasyon Derneği

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Manual for Remote Evaluation of Programs

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ZİDEK Manual for Remote Evaluation of Programs

ARTICLE 1 Introduction

The details of ZİDEK evaluation process are given in ZİDEK Evaluation Manual. However, during to COVID-19 pandemic, it was no more possible to make an on-site and face-to-face institution visit as described in the ZİDEK Evaluation Manual which is a part of the evaluation process.

For that reason, this manual sets forth the details of remote program evaluation process to be applied in force majeure cases as COVID-19 pandemics where making an on-site, face-to-face institution visit is impossible.

ARTICLE 2 Definitions and Abbreviations

The definitions and abbreviations in this document:

- (a) DC: Department Chair
- (b) VDDR (Virtual Department Document Room): Virtual filing system where the program places the evidence documents and open them to remote access
- (c) DVC: Department Vice Chair
- (d) EI: Exit Interview
- (e) D: Dean of the Faculty that runs the programs to be evaluated
- (f) VFDR (Virtual Faculty Document Room): Virtual filing system where the office of the dean will place the additional documents to be requested and open them to remote access
- (g) VD: Vice Dean
- (h) SE: Student Evaluator
- (i) SAR: Self-Assessment Report
- (j) SSAR: Supplementary Self-Assessment Report
- (k) FSR: Faculty student representative determined by the institution
- (l) SR: Department student representative determined by the institution
- (m) PE: Program Evaluator
- (n) PCE: Program Co-Evaluator
- (o) P: President
- (p) VP: Vice President
- (q) Virtual TC (PE, SE) Room: Video-conference where the person in charge of the meeting is TC (PE, SE)
- (r) Virtual Visit: Remote institution visit in virtual environment
- (s) VVD: Date of the 1st day of the virtual visit
- (t) TC: Team Chair
- (u) TCC: Team Co-Chair
- (v) VC: Video Conference

ARTICLE 3 Remote Evaluation Procedure of Programs

The remote evaluation process redefines the on-site, face-to-face evaluation process described in the ZİDEK Evaluation Manual without compromising its scope and details, utilizing technological means. However, while planning the activities within the scope of remote evaluation, which includes an online virtual visit instead of on-site visit, it will be necessary to consider the unique limitations and possibilities of this process.

3.1 Summary of Remote Evaluation Process

Remote evaluation process is comprised of three main stages, similar to the on-site evaluation process:

- Pre-visit
- Virtual visit
- Post-visit

The most important difference between remote evaluation and on-site evaluation is that the institution visit is done remotely in virtual environment. Furthermore, the virtual visit phase will only be limited to the interviews within the scope of the evaluation and some real-time video footage. Some activities to be performed during on-site evaluation, such as inspection of documents, will have to take place in the pre-visit phase in case of remote evaluation. The chronological order of the activities within the scope of remote evaluation and methods of communication and information sharing to be used within the scope of those activities are summarized in Annex 1.

3.2 Preliminary Preparations

3.2.1 Preparations for the process to be applied:

All team members who will take part in the remote evaluation process are informed about the process by ZİDEK. In addition, faculty and program administrators of the institutions whose programs will be evaluated remotely will also be informed about this process.

3.2.2 Technological preparations:

The members of the evaluation team and the representatives of the relevant institution are informed about the video conferencing and document sharing tools to be used within the scope of the remote evaluation process, and, if necessary, they will be provided with training/technical support on the use of these tools.

3.3 Basic Activities

3.3.1 Inspection of documents:

All document inspections will be done in electronic environment. The institution carrying out the program under evaluation should create a "virtual document room" where the evaluators are able to access any kind of document (student works, reports, meeting minutes, etc.) they may need remotely within a definite order in the virtual environment.

The institution will create a separate virtual document room (Virtual Department Document Room – VDDR) for each program. If necessary, it may also be required to create a separate virtual document room (Virtual Faculty Document Room – VFDR) for the common documents to be sent by the Dean's Office. Team members must be able to read online the documents in the relevant virtual document rooms within the limits of their authorization for access and download them to their computers if they wish. Team members may request some additional documentation during the inspection of documents. The authorities of the institution will be required to place those documents in the "virtual document room" on the specified date prior to the virtual visit.

Team members may also request some additional documents after the interviews that they made

during the virtual visit. The authorities of the institution are required to place those documents in the relevant virtual document room on the day following the day the request is made.

3.3.2 Interviews:

Within the scope of the evaluation process and especially during the virtual visit, it is recommended that the interviews between the members of the evaluation team and the representatives of the institution be conducted via video conference (VC). The video conference facilities (licenses) to be used will be provided by ZİDEK. Sufficient number of video conference licenses will be allocated to the evaluation team taking into consideration that the Team Chair, Program Evaluators and Student Evaluator will have parallel interviews independent from each other during the evaluation process.

It is strictly prohibited to record the video conference interviews. The Remote Evaluation Protocol given in Annex 2 will be signed by both parties to secure this issue.

3.3.3 Inspection of laboratories:

Inspection of the laboratories will be carried out through written and visual documents prepared by the institution and forwarded to the evaluation team in electronic environment prior to the visit. The representatives of the institution will prepare a report containing the details about the experiments performed, the equipment and software used by the students in the related laboratory courses together with the relevant visual material and, if possible, video presentations showing the laboratory work of the students, and submit them to the evaluation team in electronic environment prior to the virtual visit. The above-mentioned visual material and video footage must be dated as current as possible. Online laboratory visits may also be requested during the virtual visit if the evaluation team members deem necessary.

In cases where students cannot perform normal laboratory work due to restrictions, such as pandemic, etc., the institution should inform the evaluation team about how these laboratory studies will be compensated and which alternative practices are made in order to acquire the targeted program outcomes within the scope of those studies.

3.3.4 Inspection of other infrastructure:

Inspection of infrastructure elements like classrooms, student study areas, and social areas will be conducted over written and visual documents prepared by the institution and sent to the evaluation team in electronic environment prior to the visit. The visual material about the infrastructure sent by the institution must show the current state of the infrastructure. Evaluation team members may also request online infrastructure visits during the virtual visit if they deem necessary.

3.3.5 Inspection of the library:

Inspection of the library facilities will be carried out over written and visual documents prepared by the institution and sent electronically to the evaluation team before the visit, and through a video conference call with the library staff during the virtual visit. The video-conference interview with the library officer may also be made one day prior to the virtual visit depending on the intensity of the virtual visit program. The remote connection link details and the necessary guiding information allowing the evaluation team to access the catalogues of the collections related to the programs under evaluation in the library must be sent to the evaluation team in electronic environment by the institution prior to the virtual visit.

3.3.6 Internal Meetings of the Evaluation Team:

Team meetings will be held through video-conferencing in virtual environment.

3.3.7 Interviews through Video-conferencing (VC):

- (a) In all VC meetings, the host of the session must be from ZİDEK side (TC, PE and SE, as applicable).

- (b) Persons to participate in each VC session must be invited by the host.
- (c) The list of persons to be invited to VC sessions and their contact details must be forwarded to the hosts of the relevant sessions by the representative of the relevant institution in advance. For example, the names and contact information of faculty members, students, etc., whom the program evaluators will meet during the virtual visit should be notified to the evaluators by the program administrator at least 2 days before the virtual visit. On the other hand, the team member to host the session and the representative of the institution may also agree on alternative methods for the distribution of the invitations to VC sessions based on mutual consent.
- (d) It is recommended to limit the length of a VC session to a maximum of 60 minutes, unless otherwise required.
- (e) With the exception of the presentation to be made by the dean to the evaluation team, it is recommended that the number of participants be limited to a maximum of 10 in all VC meetings during the virtual visit in order to enable effective exchange of views.
- (f) In order to reduce the adverse effects on the members of the evaluation team of sitting continuously in front of a screen during the virtual visit, it is recommended to limit the number of VCs to be held in a day to a maximum of 8 meetings (4 in the morning and 4 in the afternoon).
- (g) It is recommended to schedule a break of at least 10 minutes between two VC sessions in order to allow program evaluators to rest and review the previous session among themselves.
- (h) It is recommended that the team members have trial VC connections with the institution representatives prior to the virtual visit in order to identify any technical problems that may arise in VC meetings and take precautions.

3.4 Pre-Visit Activities

Pre-visit activities are summarized below. The timing of these activities, which are intended as suggestions for the evaluation team, have been specified in reference to the anticipated virtual visit date (VVD).

28 days prior to VVD

SSAR: The ZIDEK Office sends to the Team the SSARs which include additional information and documents to update the existing SARs of the Institution.

SAR: ZIDEK Office sends to the Team the SARs of the Institution and their annexes, if any.

VVD (Virtual Visit Date): TC, together with the evaluators, determines alternative dates for the 2-day periods of time during which remote meetings will be held with the institution. TC suggests the dates to the Dean and they finalize together the 2-day virtual meeting dates. Those are the dates of the virtual visit.

21 days prior to VVD

VDDR (Virtual Department Document Room): (i) As stated during the training, the program responsables make the VDDR ready by putting the routinely expected files in it. These may be mainly the design project reports, course portfolios, laboratory reports, outcome portfolios, samples of student exam papers, photographs or video recordings introducing the infrastructure of the department (such as classrooms, laboratories, study rooms for students). (ii) PE and PCE jointly determine, if any, the additional documents and information to be requested from DC in light of the information obtained from the SAR (SSAR) and the VDDR files and informs DC thereof.

PER-Form 3, Preliminary Estimation Column: Evaluators will send to TC their SAR impressions and (i) transcript requests (ii) Preliminary Estimation column of the Form 3.

14 days prior to VVD

VFDR (Virtual Faculty Document Room): (i) As stated during the training, the Dean's Office (D) make the VFDR ready by including the files routinely expected to be found. These files may be the documents related to the quality system coordinated by the Office of the Dean, exemplary photographs or videos introducing the infrastructure common to the programs, sample transcripts, forms for the graduation checklist, course files taken from the support units or course files that are common to all programs. (ii) The team determines the additional information and documents to be requested from the Institution by holding an internal remote meeting. This may be done either by e-mail or using video conference method. TC will inform D about what those documents are.

7 days prior to VVD

- TC and D together prepare a detailed virtual visit plan including:
 - Time of the presentation to be made by D to the whole team on the first day of the virtual visit
 - Time and format of the meeting to be held between TC and D
 - Virtual tour, if needed, for the purpose of the introduction of the infrastructure, especially laboratories in use.
 - Order and time of the meetings to be held between TC and support units (various Departments and Directorates)
 - Order and time of the meetings to be held between TC and the representatives of Physics, Chemistry, Mathematics, Turkish and Foreign Language courses
 - Time of the meetings to be held between TC and the President and Vice-Presidents
 - Date, time and format of the Exit Interview
- TC requests D to send the e-mail addresses of all interviewees at least 2 days prior to the VVD. TC and D may also mutually determine alternative methods for the distribution of invitations to VC sessions.
- PE and DC together prepare a detailed virtual visit plan. [Among the following topics to be discussed, there may be those that can be dealt with by e-mail which should be carried out within the second week before VVD (between VVD-14 and VVD-7).]
 - Times and format of the remote interviews between PE and DC
 - Times and format of the interviews between PE and faculty members
 - Times and format of the interviews between PE and students
 - Times and format of the interviews between PE and the faculty in charge/coordinators of the main design projects
 - Times and format of the interviews between PE and laboratory supervisors
 - Times and format of the interviews between PE and others that he may want to interview with.
- PE requests DC to send him the contact details of all interviewees at least 2 days prior to VVD. PE and DC may also mutually determine alternative methods for the distribution of the invitations for VC sessions.
- PE prepares a list of the questions he/she wants to ask to DC regarding the program being evaluated and sends the list to DC at least 7 days prior to VVD. DC answers some of those questions prior to the virtual visit or may give his answers during the interview that he will make with PE under the scope of the virtual visit.
- SE prepares the draft Visit Plan of SE together with TC. TC submits this plan to the approval of D 7 days prior to VVD, at the latest.
- TC requests D that the institution determines the persons indicated below with whom SE will interview during the virtual visit.
 - Faculty Student Representative(s) (FSR)

- Departmental Student Representatives (SR)
- Students attending to each program
- TC requests D to send him the contact details of all persons to be interviewed by SE at least 2 days prior to VVD. TC and D may also mutually determine alternative methods for the distribution of the invitations for VC sessions.

2 days prior to VVD

Information about the participants of all meetings to be held in the Virtual TC Room, Virtual PE Room, and Virtual SE Room are confirmed by D, DC, and FSR, respectively. TC, PE, and SE send the meeting invitations.

1 day prior to VVD

Team convenes in virtual environment and examines the Collective Evaluation Chart where the Preliminary Estimation Columns of Form 3 of the programs are collectively displayed and reviews the visit programs for the last time. The recommended length of this meeting is 2 hours.

3.5 Virtual Visit Activities

On the 1st day of the virtual visit, the team meets the faculty and administrators of related programs in a video-conference environment to be held in the TC virtual room and the Dean makes a presentation. For the rest of the day, team members conduct the interviews included in their programs in PE and SE virtual rooms via video-conferencing. In this context,

- PE (and PCE) interviews with DC, faculty members, students, research assistants and representatives of alumni and employers.
- TC interviews with the Dean, senior management of the university and support units.
- SE interviews with student representatives from different programs.

In the evening of the first day, the team convenes in video conference environment and makes an evaluation of the findings obtained during the day.

On the 2nd day of the virtual visit, the team members complete the interviews from the previous day, holds a team meeting through video conferencing in order to discuss the findings among themselves, provide feedback to the Dean and the relevant program executives (Department Chairs) on the findings of the evaluation in virtual environment, and prepare the exit statements to be read during the Exit Interview (EI).

EI meeting is held in the afternoon of the 2nd day or the 3rd day of the virtual visit. The details of the EI meeting are given in the next section.

Examples of three separate virtual visit programs are given for TC, PE, and SE, respectively in Annex 3.

3.6 Exit Interview (EI) meeting

The basic differences between the EIs held as part of the virtual visit and face-to-face on-site visit are described below:

- (a) While explaining the shortcomings in the Exit Statements, the level of shortcoming (Deficiency, Weakness, or Concern) is not stated and only the expression “Shortcoming” is used. The purpose of using only the expression “Shortcoming” during the exit interview without specifying the level thereof is to prevent any potential inconsistencies that may appear in the Program Evaluation Forms (PEF) (Forms 4 and 5) and Exit Statement Form (Form 6) due to the limited communication possibilities available during the virtual visit.
- (b) The PEF (Form 4, Form 5) left to the Dean at the end of the EI meeting during the on-site visit is forwarded to D by TC in electronic environment 7 days after the virtual EI meeting.

- (c) At the beginning of the EI meeting, TC makes a speech explaining the issues stated in the articles (a) and (b) above.

3.7 Post-Visit Activities

The activities after the virtual visit are summarized below:

- (a) Preparation of PEF's: Program Evaluators, taking the opinions of the TC, prepare the final versions of the PEFs (Form 4, Form 5) related to the programs under evaluation within 2 days following the EI, and submit them to the TC. The shortcoming levels are specified as Deficiency, Weakness, and Concern in the final versions of the PEF's.
- (b) Submission of Program Evaluator Reports (PERs) to TC: Program Evaluators submit their PER's together with the updated forms to TC within 6 days following the EI meeting.
- (c) Submission of the SE report to TC: SE submits the SE Report to the TC within 2 days following the EI meeting.
- (d) Submission of PEF's to D: The final versions of PEF's are submitted to D in electronic environment within 7 days following the EI meeting.
- (e) 30-day Response of the Institution: The Institution, if deems it necessary, may respond to the PEF's within 30 days following the date of EI meeting.
- (f) Draft Evaluation Report: The Evaluation Team prepares the Draft Evaluation Report, taking into consideration the 30-day responses that may be sent by the institution. The Draft Evaluation Report must be sent to ZAK by TC latest within 60 days following the date of the Exit Interview.

ANNEXES

ANNEX 1 Methods of Communication and Information Sharing to be used During Remote Evaluation

| METHODS OF COMMUNICATION AND INFORMATION SHARING TO BE USED | | |
|--|--|---|
| DATE | SUMMARY OF ACTION | METHOD |
| Pre-Visit | | |
| VVD-28 | Arrival of SSARs to the team | e-mail, WeTransfer or similar tools, Department Document Room |
| VVD-28 | Arrival of SARs to the team | WeTransfer or similar tools |
| VVD-28 | Determination of VV date | e-mail |
| VVD-21 | Document requests jointly determined by PE and PCE | e-mail |
| VVD-21 | Form 3 (Preliminary Estimation) | e-mail |
| VVD-21 | Preparation of documents for PE and PCE by DC | Department Document Room |
| VVD-21 | Requests of TC for additional documents | e-mail |
| VVD-14 | Uploading of the Dean's Office documents to FDR | Faculty Document Room |
| VVD-7 | TC-D planning | VC+e-mail |
| VVD-7 | PE-DC planning | VC+e-mail |
| VVD-7 | Planning for SE | VC+e-mail |
| VVD-2 | Information on the meeting participants | e-mail |
| VVD-2 | Invitation to meetings | e-mail |
| VVD-1 | Form 3 (Day 0) team meeting | VC+e-mail |
| Virtual Visit (VV) | | |
| VVD | VV 1st Day | VC |
| VVD+1 | 2nd Day - interviews | VC |
| VVD+1 | 2nd Day –Preparations for Exit Statement | VC+e-mail |
| EI | Exit Interview (VVD+1 or VVD+2) | VC |
| After the Visit | | |
| EI+2 | PE sending PER to TC | e-mail |
| EI+1...6 | Preparation for PEF (Form 4+Form 5) | e-mail |
| EI+7 | Sending PEF to the institution | e-mail |
| EI+30 | The 30-day response of the Institution | e-mail |
| EI+60 | Draft Report | e-mail |

ANNEX 2 ZİDEK Remote Evaluation Protocol

Remote evaluation and accreditation of engineering programs will be carried out by all relevant parties under the following conditions and ethical rules based on the principle of absolute impartiality. In this document, **ZİDEK** refers to the legal entity of ZİDEK as the Association, **Institution** refers to the institution of higher education with at least one agricultural, forestry or aquacultural engineering program under the process of remote evaluation and the **Team** refers to the evaluation team carrying out the remote evaluation process of the agricultural, forestry or aquacultural engineering programs of the institution on behalf of ZİDEK.

This protocol is an Annex to ZİDEK Manual for Remote Evaluation of Programs (MREP). The remote evaluation process described in the aforementioned manual may include a virtual visit to the institution involving live video conference interviews with the executives of the institution, external stakeholders, faculty members and students.

The Institution and ZİDEK apply the rules defined below in order to provide the required technical conditions for carrying out the remote evaluation process, guarantee the reliability of the information and documents used and maintain their confidentiality.

1) Technical Conditions to be Fulfilled by the Institution

- a. The institution provides a reliable Internet connection infrastructure with a suitable camera and microphone for all relevant persons to participate in video conferencing.
- b. The institution appoints a “technical” staff who will be the contact person with ZİDEK. This technical staff provides the necessary technical support during the process of virtual visit.
- c. The institution will transfer all evidence documents to be examined by the team during the evaluation process into digital environment, thus creating a secure platform to which the team members may have remote access.
- d. The institution organizes a virtual tour of the required areas, laboratories and equipment by video or photo shoots during the virtual visit if requested by the Team.

2) ZİDEK’s Responsibilities

- a. ZİDEK provides the video conferencing tool to be used during the remote evaluation process.
- b. ZİDEK takes the necessary measures during the virtual visit to ensure that nobody other than the Team members and ZİDEK staff be present in each of the rooms where the team members are physically present under the scope of the principles of confidentiality.
- c. ZİDEK takes the necessary measures to protect personal data related to all meetings held during the virtual visit and ensure that the meetings are not recorded.
- d. ZİDEK takes the necessary measures to protect the documents belonging to the Institution that the team had access to in digital platform in line with the principles of confidentiality.

3) Institution’s Responsibilities

- a. The institution acknowledges the authenticity of all evidence documents presented to the Team in digital environment.
- b. The institution agrees that ZİDEK is the chair of the video conference sessions.
- c. The institution agrees that observers designated by ZİDEK may participate in virtual meetings, provided that the institution is informed thereof in advance.
- d. The institution takes the necessary measures to prevent presence of uninvited persons in the rooms where the invited meeting participants are physically present.
- e. The institution ensures the protection of the data related to all interviews held during the virtual visit and takes the necessary measures to ensure that the interviews are not recorded by any means whatsoever.
- f. The institution agrees that the infrastructure and laboratory footages submitted in the form of video recordings or photograph files are up-to-date, and when these images are provided in a live virtual tour, they reflect the reality of the institution as a whole and have not been changed.

For ZİDEK (Chair)

Signature/ Date

For INSTITUTION (Dean)

Signature /Date

ANNEX 3 Sample Virtual Visit Programs

TEAM CHAIR

(Planning must be made for the applicable options below depending on the type of the evaluation to be made)

FIRST DAY

| Day | Time | Action | Place | Team Participation | Institution Participation |
|--------------------|-------------|---|-----------------|--------------------|---|
| 1 | 9:00-9:15 | Introduction meeting of the team with the Dean, Department Chairs, and student representatives. | Virtual TC Room | The Whole Team | D, VD, DC |
| 1 | 9:15-9:50 | Presentation made by the dean to introduce the quality and improvement system of the faculty and programs to the whole team; questions and answers. | Virtual TC Room | The Whole Team | D, VD, DC |
| <i>BREAK</i> | | | | | |
| 1 | 10:00-10:30 | The meeting of TC and D. In this meeting, items to be specially addressed concerning the presentation of D and the daily program of TC are discussed: Issues that may pose a problem concerning the faculty are addressed. Information is received. | Virtual TC Room | TC, TCC | D (VD's) |
| <i>BREAK</i> | | | | | |
| 1 | 10:40-11:10 | Meeting between TC and President | Virtual TC Room | TC, TCC | RP |
| <i>BREAK</i> | | | | | |
| 1 | 11:20-12:20 | Meeting between TC and Vice-Presidents | Virtual TC Room | TC, TCC | VP's |
| <i>LUNCH BREAK</i> | | | | | |
| 1 | 13:30-13:50 | Collective meeting of the team with External Stakeholders. In this short meeting, the stakeholders introduce themselves (their present job, the program they represent, undergraduate degree, if any) to the whole team. | Virtual TC Room | The Whole Team | Alumni and employers invited by the Institution |
| <i>BREAK</i> | | | | | |

ANNEX 3 Sample Virtual Visit Programs (continued)

TEAM CHAIR

(Planning must be made for the applicable options below depending on the type of the evaluation to be made)

| Day | Time | Action | Place | Team Participation | Institution Participation |
|--|-------------|---|-----------------|--------------------|-------------------------------|
| 1 | 14:00-17:00 | Meetings of TC with Support Units | Virtual TC Room | BS | Support Units Representatives |
| <i>BREAK: During this long break, PE and PCE together prepare for the meeting in the evening by reviewing PER-Form 3, Preliminary Estimation Column in the light of the information they obtained within the day. This is at the same time a dinner break.</i> | | | | | |
| 1 | 19:00-21:00 | Team fills out Form 3, First Day Column | Virtual TC Room | The Whole Team | |
| SECOND DAY | | | | | |
| Day | Time | Action | Place | Team Participation | Institution Participation |
| 2 | 11:30-12:00 | Team prepares for a preliminary statement to DC | Virtual TC Room | The Whole Team | |
| 2 | 12:00-12:30 | TC submits summary information to the Dean about the potential shortcomings to be specified in the exit statement | Virtual TC Room | TC, TCC | D (and VD's) |
| LUNCH BREAK | | | | | |
| 2 | 13:30-15:30 | Team fills out the Form 3, Second Day Column and prepares for the Exit Statement | Virtual TC Room | The Whole Team | |
| BREAK | | | | | |
| 2 | 15:40-16:30 | Exit Statement | Virtual TC Room | The Whole Team | P, VP, D, VD, DC |

ANNEX 3 Sample Virtual Visit Programs (continued)

| PROGRAM EVALUATOR | | | | | |
|---|-------------|---|-----------------|---------------------------|--|
| (Planning must be made for the applicable options below depending on the type of the evaluation to be made) | | | | | |
| <i>FIRST DAY</i> | | | | | |
| Day | Time | Action | Place | Team Participation | Institution Participation |
| 1 | 9:00-9:15 | Introduction meeting of the team with the Dean, Department Chairs, and student representatives. | Virtual TC Room | The Whole Team | D, VD, DC |
| 1 | 9:15-9:50 | Presentation made by the dean to introduce the quality and improvement system of the faculty and programs to the whole team; questions and answers. | Virtual TC Room | The Whole Team | D, VD, DC |
| <i>BREAK</i> | | | | | |
| 1 | 10:00-10:30 | Meeting of PE and DC. In this meeting, the quality system of the program and preparations made for accreditation are reviewed. | Virtual PE Room | PE, PCE | DC and invitees |
| <i>BREAK</i> | | | | | |
| 1 | 10:40-11:10 | Meeting of PE and Faculty Members. Collectively with the faculty members determined in advance. | Virtual PE Room | PE, PCE | Maximum 10 faculty members |
| <i>BREAK</i> | | | | | |
| 1 | 11:20-12:10 | Meeting of PE and students. Collectively with 10 students determined in advance. | Virtual PE Room | PE, PCE | 10 students |
| <i>LUNCH BREAK</i> | | | | | |
| 1 | 13:30-13:50 | Collective meeting of the team with External Stakeholders. During this short meeting, PE gets acquainted with the stakeholders of its own program and TC gets an idea about the general stakeholders portfolio. | Virtual TC Room | The Whole Team | Alumni and employers determined by the Institution |
| <i>BREAK</i> | | | | | |

ANNEX 3 Sample Virtual Visit Programs (continued)

| PROGRAM EVALUATOR | | | | | |
|--|-------------|--|-------------------|--------------------|--|
| (Planning must be made for the applicable options below depending on the type of the evaluation to be made) | | | | | |
| Day | Time | Action | Place | Team Participation | Institution Participation |
| 1 | 14:00-14:50 | Meeting of PE with the alumni of the program and representatives of the employer. (It is recommended to make separate interviews with the alumni who are also employers and the employers) | Virtual PE Room | PE, PCE | Maximum 5 program alumni and employers |
| <i>BREAK</i> | | | | | |
| 1 | 15:00-15:50 | Meeting of PE with the persons in charge of internship and design projects (collectively or separately) | Virtual PE Room | PE, PCE | Total number of 4 persons in charge of design project and internship |
| <i>BREAK</i> | | | | | |
| 1 | 16:00-17:00 | Meeting of PE with the persons in charge of the laboratory | Virtual PE Room | PE, PCE | Persons in charge of the laboratory |
| <i>BREAK: During this long break, PE and PCE together prepare for the meeting in the evening by reviewing PER-Form 3, Preliminary Estimation Column in the light of the information they obtained within the day. This is at the same time a dinner break.</i> | | | | | |
| 1 | 19:00-21:00 | Team fills out Form 3, First Day Column | Virtual Team Room | The Whole Team | |
| SECOND DAY | | | | | |
| Day | Time | Action | Place | Team Participation | Institution Participation |
| 2 | 9:00-9:30 | Meeting of PE with research assistants. With 3 pre-determined RAs. | Virtual PE Room | PE, PCE | Maximum 10 RAs |
| <i>BREAK</i> | | | | | |
| 2 | 9:40-11:20 | PE and PCE together prepare the second day column and draft Form 4, 5 and 6. | Virtual PE Room | PE, PCE | |
| <i>BREAK</i> | | | | | |
| 2 | 11:30-12:00 | Team prepares all together for a preliminary statement to DC. | Virtual TC Room | The Whole Team | |
| <i>BREAK</i> | | | | | |
| 2 | 12:10-12:30 | PEC submits summary information to the DC about the potential shortcomings to be specified in the exit statement | Virtual PE Room | PE, PCE | DC (and DVC's) |
| LUNCH BREAK | | | | | |
| 2 | 13:30-15:30 | Team fills out the Form 3, Second Day Column and prepares the Exit Statement | Virtual TC Room | The Whole Team | |
| <i>BREAK</i> | | | | | |
| 2 | 15:40-16:30 | Exit Statement | Virtual TC Room | The Whole Team | P, VP, D, VD, DC |

ANNEX 3 Sample Virtual Visit Programs (continued)

| STUDENT EVALUATOR | | | | | |
|--------------------------|-------------|---|-----------------|---------------------------|---|
| FIRST DAY | | | | | |
| Day | Time | Action | Place | Team Participation | Institution Participation |
| 1 | 9:00-9:15 | Introduction meeting of the team with the Dean, Department Chairs, and student representatives. | Virtual TC Room | The Whole Team | D, VD, DC |
| 1 | 9:15-9:50 | Presentation made by the Dean to introduce the quality and improvement system of the faculty and programs to the whole team; questions and answers. | Virtual TC Room | The Whole Team | D, VD, DC |
| BREAK | | | | | |
| 1 | 10:00-10:30 | Meeting of SE and SR. In this meeting, SE asks questions to the participants under the scope of the criteria to be focused in its report and takes their opinion. | Virtual SE Room | SE | All SR's |
| BREAK | | | | | |
| 1 | 10:40-12.00 | SE interviews with students selected randomly in each program. (in the form of separate sessions of 30-40 minutes per program) | Virtual SE Room | SE | Students selected from the programs randomly (10 students per session is recommended) |
| LUNCH BREAK | | | | | |
| 1 | 13:30-13:50 | Virtual infrastructure tour if needed. | Virtual SE Room | SE | FSR |
| BREAK | | | | | |

ANNEX 3 Sample Virtual Visit Programs (continued)

| STUDENT EVALUATOR | | | | | |
|--|-------------|---|-----------------|---------------------------|---|
| Day | Time | Action | Place | Team Participation | Institution Participation |
| 1 | 14:00-17:00 | SE interviews with students selected randomly in each program. (in the form of separate sessions of 30-40 minutes per program) | Virtual SE Room | SE | Students selected from the programs randomly (10 students per session is recommended) |
| <i>BREAK: During this long break, PE and PCE together prepare for the meeting in the evening by reviewing PER-Form 3, Preliminary Estimation Column in the light of the information they obtained within the day. This is at the same time a dinner break.</i> | | | | | |
| 1 | 19:00-21:00 | Team fills out Form 3, First Day Column | Virtual TC Room | The Whole Team | |
| SECOND DAY | | | | | |
| Day | Time | Action | Place | Team Participation | Institution Participation |
| 2 | 9:00-12:30 | For the teams with multi-programs) SE interviews with students selected randomly in each program. (in the form of separate sessions of 30-40 minutes per program) | Virtual SE Room | SE | Students selected from the programs randomly (10 students per session is recommended) |
| LUNCH BREAK | | | | | |
| 2 | 13:30-15:30 | Team fills out the Form 3, Second Day Column and prepares the Exit Statement | Virtual TC Room | The Whole Team | |
| BREAK | | | | | |
| 2 | 15:40-16:30 | Exit Statement | Virtual TC Room | The Whole Team | P, VP, D, VD, DC |