

**Ek 5 : İngilizce Hazırlık Okulu Saha Ziyareti Planı**  
**Annex 5 : Site Visit Plan For The English Preparatory School**

**1. Day**

<b>Time</b>	<b>Work to be done with whom</b>	<b>Content</b>
8:30-9:00	Transfer of reviewer team members to universities	
9:00-10:00	Meeting of reviewing team members	Work distribution, visit plan, negotiating IHO-IDR
10:00-10:30	Meeting of reviewer team with School administration	Updating field visit programme
10:30-10:45	Break	
10:45 –12:00	Presenting missing documents to team	1. Reviewing minimum standards (Learning outcomes)
12:00 – 13:00	Lunch	
13:00-14:15	Presenting missing documents to team	2. Reviewing minimum standards (Curriculum design/delivery)
14:15-15:30	Presenting missing documents to team	3. Reviewing minimum standards (Student assessment and evaluation)
15:30- 15:45	Break	
15:45 -17:00	Presenting missing documents to team	4. Reviewing minimum standards on reviewing (Teaching staff)
17:00-17:45	Presenting missing documents to team	5. Reviewing minimum standards on reviewing (Governance)
18:00	Transfer of reviewer team members to the accommodation	
19:30-20:30	Dinner	
20:30	Assessment of the observations of reviewer team for first day and planning of the second day.	

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**2. Day**

Time	Works to be done with whom	Content
8:30-9:00	Transfer of reviewer team members to universities	
9:00-10:00	* Focus group meeting of reviewer team with unit personnel (Developing education programme, assessment and evaluation, occupational development)	Getting information on minimum standards on review
10:00-10:15	Break	
10:15-11:15	*Focus group meeting of reviewer team with teaching staff	Getting information on minimum standards on review
11:30-12:30	*Focus group meeting of reviewer team with Preparatory class and department students	Getting information on minimum standards on review
12:30 – 13:30	Lunch	
13:30-14:30	* Focus group meeting of reviewer team with faculty instructors	Getting information on minimum standards on review
14:30-14:45	Break	
14:45- 16:15	Prepare of reviewer team of oral summary report	
16:30-17:30	Oral summary negotiation	Meeting on oral summary with school officials that school members will invite and exit notification will be presented. School's strong and open to improvement ways will be presented according to school's minimum standards on reviewing
18:00	Transfer of the reviewer team members	

\*Focus group meetings and class observations will be concurrent.

**NOTE:**

It is important that determination of the names of administrator, instructor, student and other stakeholders who will join to focus group meeting in order to run the process properly. It should be concerned in the focus group meeting that being feel free, absence of hierarchy between attendees to provide more benefit to school and attendees need to have specialities who knows the focus group differences.