

day	time	where	what	who	why
day 0   september 23	afternoon		arrival of evaluation team		
			briefing meeting	evaluation team alone	division of tasks; preliminary discussion of evaluation report structure and issues
	20:00		dinner	evaluation team with rector, rapporteur and liaison person: - rector - Prof. Doutor Jorge Araújo - rapporteur - Prof. Doutor Carlos Marques - liaison person - Prof. Doutor Carlos Vieira	welcome, renew acquaintance; go over site visit programme
day 1 morning   september 24	9:00 - 10:00	espírito santo college - room 310	meeting with rector	evaluation team with rector and rapporteur - rector - Prof. Doutor Jorge Araújo - rapporteur - Prof. Doutor Carlos Alberto Falcão Marques	discuss privately issues that need to be stressed in team's visit and report.
	10:10 - 11:00	espírito santo college - room 310	meeting with self-evaluation steering group	evaluation team with self-evaluation steering group and liaison person - Prof. <sup>a</sup> Doutora Ana Maria Freitas - Prof. Doutor António Domingos Heitor da Silva Reis - António Gualdino - Prof. Doutor António Manuel Neto Vaz - Prof. Doutor Carlos Alberto Falcão Marques - Prof. Doutor Carlos Vieira - Prof. Doutor José Alberto Gomes Machado - Dr. Nuno Manuel Estanqueiro Dias	discuss any changes in context or internal situation since preliminary visit; analyse impact of main visit; review additional information sent to the team; clarify any open questions
	11:30 - 12:30	santo agostinho college - video conference room	meeting with consulting board	evaluation team with consulting board - Dr. Henrique Granadeiro (Chairman of Portugal Telecom)	discuss relationship university respect to strategic and quality management; input in self evaluation; special issues arising from self evaluation parts one and two and/or from talk with rector
	12:40 - 14:00	espírito santo college - cozinha do cardeal	lunch	evaluation team with rapporteur and liaison person: - rapporteur - Prof. Doutor Carlos Marques - liaison person - Prof. Doutor Carlos Vieira	reflect upon impressions of first meetings and complete information as necessary

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day 1 afternoon   september 24	14:00 - 15:00	espírito santo college - room 310	meeting with scientific council	(evaluation team splits in two groups) evaluation team with the scientific council: - scientific council - Prof. Doutor José Alberto Gomes Machado - Profª. Doutora Maria Elisa Rolo Chaleta	balance of research and teaching in the faculty; role of quality control activities in faculty's research; special issues arising from self evaluation parts one and two and/or talk with rector
		espírito santo college - pedagogical council room	meeting with pedagogical council	(evaluation team splits in two groups) evaluation team with the pedagogical council: - pedagogical council - Prof. Doutor António Manuel Neto Vaz - Prof. Doutor José Manuel Antunes Lopes	
	15:10 - 16:00	espírito santo college - room 310	meeting with senate	evaluation team with senate representatives: - Prof. Doutor Christopher Bochmann - Luís Rodrigues - Mafalda Matos - Profª. Doutora Maria João Broa Martins Marçalo - Profª. Doutora Maria Manuela Clemente Vilhena - Dr. Nuno Manuel Teixeira Antunes - Prof. Doutor Ricardo Paulo Serralheiro	discuss relationship of senate/democratic representation body with rectoral team regarding strategic and quality management
16:00 - 16:45	espírito santo college - room 310	meeting with central student delegation	(evaluation team splits in two groups) evaluation team and student representatives: - António Gualdino (students union) - Felícia Maria Cristo Silva (pedagogical council) - Hugo Quintino (assembly and students union) - Jorge Faria (NEEGUE – Economics and Management students association) - Jorge Filipe Pereira Alfaiate (assembly) - Luís Rodrigues (NEEI - Computer Science Engineering students association) - Maria Madalena Patacho (pedagogical council)	students' views on the university, on relations with rectoral office, on student input into quality and (strategic) decision making	

day	time	where	what	who	why
day 1 afternoon   september 24	16:00 - 16:45	espírito santo college - room 242	meeting with graduates	(evaluation team splits in two groups) evaluation team and graduates representatives: - Dr.ª Ana Margarida Pereira (arts) - Dr.ª Andreia Fernandes (arts) - Eng.ª Carla Varanda (agrarian sciences) - Dr. Carlos Godinho (environmental and natural sciences) - Eng.º Cláudio Fernandes (exact sciences) - Eng.º Fernando Teixeira (agrarian sciences) - Arq.º Filipe Brandão (environmental and natural sciences) - Dr. Hugo Folgado (health and well-being sciences) - Dr. João José Fernandes Garcia (nursing school) - Dr. João Piteira (economics and management sciences) - Dr.ª Márcia Massa (nursing school) - Margarida Câmara (?) - Dr. Pedro Pechincha (economics and management sciences) - Dr. Sérgio Nepomuceno Pereira (exact sciences) - Dr. Tiago Pereira (human and social sciences)	graduates views on the university, on relations with the rectoral office, preparation for careers and/or further research
	17:00 - 18:00	espírito santo college - room 310	meeting with outside partners	(regional employment office representatives, regional or state chamber of commerce representatives): - IEFP (regional employment office) - Dr. Carlos Vintém - Dr.ª Teresa Andrade	discuss relationships of university with external stakeholders of private and public sector
	18:00	espírito santo college - cozinha do cardeal	dinner	evaluation team alone	reflect on impressions and start preparing oral report
	19:30	-	debriefing meeting	evaluation team alone	exchange impressions; review the day

day	time	where	what	who	why	
day 2 morning   september 25	9:00 - 9:30	espírito santo college - room 310	parallel visit to the departmental area of economics and management sciences	(evaluation team splits in two groups) president of the economics and management sciences departmental area: - Prof. Doutor José Manuel Martins Caetano - Prof <sup>a</sup> . Doutora Maria Aurora Galego	discuss relationships between faculty and university central level with respect to quality management; input in self evaluation; role of quality control activities in faculty's teaching; special issues arising from self evaluation parts one and two and/or from talk with rector	
		luís antónio verney college - room 138	parallel visit to the departmental area of environmental and natural sciences	(evaluation team splits in two groups) president of the environmental and natural sciences departmental area: - Prof. <sup>a</sup> Doutora Maria Virgínia Henriques - Prof. Doutor Luiz Carlos Gazarini		
	9:30 - 10:00	espírito santo college - room 310	parallel visit to the departmental area of economics and management sciences	(evaluation team splits in two groups) departmental heads and staff members of the economics and management sciences departmental area: - Prof. <sup>a</sup> Doutora Andreia Dionísio (Depart. of Business Management) - Prof. Doutor António Bento Caleiro (Department of Economics) - Prof. Doutor António Serrano (Department of Business Management) - Prof. <sup>a</sup> Doutora Cesaltina Pires (Department of Business Management) - Prof. <sup>a</sup> Doutora Esmeralda Ramalho (Department of Economics) - Dr. Jorge Bravo (Department of Economics)		discuss relationships between faculty, departments and university central level with respect to quality management; input in self evaluation; role of quality control activities in faculty's teaching; special issues arising from self-evaluation parts one and two and/or from talk with rector
		luís antónio verney college - room 138	parallel visit to the departmental area of environmental and natural sciences	(evaluation team splits in two groups) departmental heads and staff members of the environmental and natural sciences departmental area: - Prof. <sup>a</sup> Doutora Aurora Carapinha (Department of Biophysical Landscape Planning) - Prof. Doutor Luiz Gazarini (Department of Biology) - Prof. Doutor Carlos Alberto Alexandre (Depart. of Geosciences) - Prof. Doutor Pedro Anastácio (Department of Ecology) - Prof. <sup>a</sup> Doutora Solange Oliveira (Department of Biology) - Prof. <sup>a</sup> Doutora Teresa Pinto Correia (Department of Biophysical Landscape Planning)		

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day 2 morning   september 25	10:00 - 11:00	espírito santo college - room 310	parallel visit to the departmental area of economics and management sciences	(evaluation team splits in two groups) students of the economics and management sciences departmental area: - Adelino Formigo (Economics - 2nd Degree) - Ana Santos (International Relations and European Studies - 2nd Degree) - Annelise Duarte (Management - 1st Degree) - Carla Vivas (Management - 3rd Degree) - Cláudio Percheiro (Economics - 1st Degree) - João Miguel Tedeu (Economics - 1st Degree) - Joaquim Duarte Silva (Management - 2nd Degree) - Liliana Milheiro (Management - 1st Degree) - Rita Reis (Management - 1st Degree) - Rui Fernandes (Economics - 1st Degree)	students' views on their university experience (e.g., teaching and learning, student input in quality control and (strategic) decision making)
		luís antónio verney college - room 138	parallel visit to the departmental area of environmental and natural sciences	(evaluation team splits in two groups) students of the environmental and natural sciences departmental area: - Ana Leitão (Biology - 1st Degree) - Joana Cavaco (Landscape Architecture - 1st Degree) - Maria Manuel Ferreira (Landscape Architecture - 1st Degree) - Rachele Andreozzi (Geography - 1st Degree) - Rafaela Chumbo (Geological Engineering - 1st Degree) - Rui Dias (Geological Cartography - 2nd Degree) - Sara Boleo (Environmental Sciences - 1st Degree) - Teresa Caldeira (Human Ecology - 2nd Degree)	
	11:15 - 12:15	espírito santo college - room 310	meeting with administrative council	evaluation team with administrative council representatives: - Prof. Doutor Carlos Marques - Dr. José Biléu Ventura - Prof. Doutor Paulo Lopes Resende da Silva - Rui Miguel Ferreira Almeida	discuss administration and operational efficiency influencing administration etc.
	12:30 - 13:45	espírito santo college - cozinha do cardeal	lunch	evaluation team alone	exchange impressions

day	time	where	what	who	why
day 2 afternoon   september 25	13:45 - 14:30	espírito santo college - room 310	meeting with accounting auditor	evaluation team with accounting auditor: - Prof. Doutor Jacinto Vidigal - Dr. José Correia	discuss issues of distribution of finance and relationships with faculties and departments
	14:40 - 15:30	espírito santo college - teachers room	meeting with interdepartmental labs and research centers	(evaluation team splits in two groups) interdepartmental labs and research centers (selected): - Profª. Doutora Ana Maria Silva (Geophysics Centre of Évora) - Profª. Doutora Cesaltina Pires (Centre for Management and Economic Studies and Advanced Learning) - Profª. Doutora Christine Zurbach (Centre for History of Art) - Profª. Doutora Maria do Rosário Gamito Oliveira (Institute for Mediterranean Agrarian Sciences) - Prof. Doutor Paulo Quaresma (Information Technologies Research Centre)	discuss the operations of these two areas and their relationships with faculties
		espírito santo college - room 310	meeting with computer services and academic services	(evaluation team splits in two groups) computer services and academic services: - academic services - Dr.ª Margarida Cabral - Drª Maria Alexandra Fernandes - computer services - Eng.º Joaquim Godinho - Eng.º Luís Quintano	
	15:30 - 16:15	espírito santo college - teachers room	meeting with life long learning	(evaluation team splits in two groups) life long learning: - Prof.ª Doutora Ana Maria Freitas - Prof. Doutor José Luís Ramos	discuss the operations of these two areas and their relationships with faculties
		espírito santo college - room 310	meeting with quality board	(evaluation team splits in two groups) quality board: - Prof. Doutor Carlos Vieira - Dr.ª Dália Cristóvão	
	16:30	-	debriefing meeting	evaluation team alone	review day
	18:00	-	dinner	evaluation team alone	continuation of debriefing meeting
	20:30 - 22:00	-	drafting oral report	evaluation team alone	[evaluation team needs working room in the hotel for this task]

day	time	where	what	who	why
day 3   september 26	9:00 - 10:00	espírito santo college - room 310	concluding meeting	evaluation team with rectoral team: rector - Prof. Doutor Jorge Araújo vice-rector - Prof.ª Doutora Ana Maria Freitas vice-rector - Prof. Doutor Prof. Doutor Carlos Marques pro-rector - Prof. Doutor Carlos Vieira	discuss draft oral report privately, to ensure it reflects the findings of the team as well as the needs of the rectoral team, for institution's further development
	10:00 - 10:30	espírito santo college - room 310	adapting oral report	evaluation team alone	adapt oral report according to discussion with rector
	10:30 - 11:40	espírito santo college - room 131	presentation of oral report	evaluation team with rectoral team, self-evaluation steering group, liaison person, and others university representatives.	
	11:40 - 12:10	espírito santo college - room 131	debriefing meeting	evaluation team with rectoral team: rector - Prof. Doutor Jorge Araújo vice-rector - Prof. Doutor Prof. Doutor Carlos Marques pro-rector - Prof. Doutor Carlos Vieira	
	12:10	espírito santo college - cozinha do cardeal	lunch	evaluation team with rector and liaison person (2 members): - rector - Prof. Doutor Jorge Araújo - rapporteur - Prof. Doutor Carlos Marques - liaison person - Prof. Doutor Carlos Vieira	
	-	espírito santo college - cozinha do cardeal	departure of evaluation team		