

day	time	where	what	who	why
day 0 april 22	late afternoon	mitra - conventinho	arrival of evaluation team		
	90 minutes	mitra - conventinho	briefing meeting	evaluation team alone	division of tasks; discussion of self-evaluation; inventory of issues for preliminary visit
	20:00	mitra - conventinho	dinner	evaluation team, with rector, rapporteur, liaison person: - rector - Prof. Doutor Jorge Araújo - rapporteur - Prof. Doutor Carlos Alberto Falcão Marques - liaison person - Prof. Doutor Carlos Vieira	welcome, make acquaintance; go over preliminary programme; discuss key issues for evaluation of the institution (arising from self-evaluation and/or from rector's experience)
day 1 morning april 23	9:00 - 9:30	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 evaluation team's visit and report
	9:40 - 11:00	espírito santo college - room 310	introduction meeting	evaluation team, with rapporteur and liaison person: - rapporteur - Prof. Doutor Carlos Alberto Falcão Marques - liaison person - Prof. Doutor Carlos Vieira	introduction to the institution: structures, quality management and strategic management; national higher education and research policies; students issues (e.g. tuition fees, governmental grants and aid)
	11:10 - 12:30	espírito santo college - room 310	meeting with self-evaluation steering group	evaluation team, self-evaluation steering group, liaison person: - Prof.ª Doutora Ana Maria Freitas Ludovice - Prof. Doutor António Manuel Neto Vaz - Dr. António Ramalhinho - Prof. Doutor Carlos Alberto Falcão Marques - Prof. Doutor Carlos Vieira - Prof. Doutor José Alberto Gomes Machado - Dr. Nuno Manuel Estanqueiro Dias	understand self-evaluation process and extent of institutional involvement; how useful was self-evaluation for the institution (emerging issues, function in strategic planning processes)? are self-evaluation data still up to date? will they be updated for main site visit?
	12:30 - 13:45	espírito santo college - cozinha do cardal	lunch	evaluation team with rapporteur and liaison person: - rapporteur - Prof. Doutor Carlos Alberto Falcão 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 april 23	14:00 – 15:00	mitra - conventinho	parallel visit to the departmental area of agrarian sciences	(evaluation team splits in pairs) president and academic staff representatives of the agrarian sciences departmental area: - Prof. Doutor António Oliveira Coelho Murilhas - Prof. Doutor José Luís Tirapicos Nunes - Prof. Doutor Manuel d'Orey Cancela d'Abreu - Profª. Doutora Maria do Rosário Gamito Oliveira - Prof. Doutor Miguel Nuno Santos Elias	discuss relationships of faculties with the institution's central level; input in self-evaluation; role of quality control activities in faculty
		luís antónio verney college - room 138	parallel visit to the departmental area of exact sciences	(evaluation team splits in pairs) president and academic staff representatives of the exact sciences departmental area: - Prof. Doutor Augusto Fitas - Prof. Doutor Peter Carrott - Prof. Doutor Salvador Abreu	
	15:00 – 16:00	mitra - conventinho	parallel visit to the departmental area of agrarian sciences	(evaluation team splits in pairs) students of the agrarian sciences departmental area: - Ana Sampaio - Clarisse Boto - Diana Silva - Ema Roque - Helena Ramalho - Helena Roque - Inês Costa - João Santos - Luís Machado - Ricardo Abreu - Rita Almeida	students' views on their experience (e.g., teaching and learning, student input in quality control and (strategic) decision making)

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day 1 afternoon april 23	15:00 – 16:00	luís antónio verney college - room 138	parallel visit to the departmental area of exact sciences	(evaluation team splits in pairs) students of the exact sciences departmental area: - Ana Sofia Ferraz Alves - Carlos Mougueira - Cláudio Fernandes - Diogo Baptista - Hugo Quintino - Malam da Silva - Sandra Lagarto - Sérgio Nepomuceno Pereira - Tiago Jorge Laranjeira Silva - Valério Valério	students' views on their experience (e.g., teaching and learning, student input in quality control and (strategic) decision making)
		mitra - conventinho	parallel tour to facilities of the departmental area of agrarian sciences	(evaluation team splits in pairs) departmental area president: - Prof. Doutor Ricardo Paulo Serralheiro: . veterinary hospital . wine cellar and enology lab.	
	16:00 – 17:00	luís antónio verney college – room 138	parallel tour to facilities of the departmental area of exact sciences	(evaluation team splits in pairs) departmental area president: - Prof. Doutor Carlos Alberto Braumann: . chemistry of surfaces lab. Prof.ª Doutora Manuela Carrott . citi-inovévora room (computer room) . classrooms 128 and 131 - luís antónio verney college . geophysics centre of évora Prof.ª Doutora Ana Maria Silva . library Prof. Doutor Augusto Fitas . physics teaching lab, lab. C - mechatronic engineering Prof. Doutor João Figueiredo . refectory . secretariat of the department of mathematics	
	17:15 – 18:15	espírito santo college - room 310	meeting with outside partners	(economy, society and/or local authorities) - adral - Dr. Luís Cavaco - edisoft - Eng.º Marco Manso - local council (cme) - Drª. Helena Guerra - newspaper diário do sul - Dr. Paulo Piçarra	discuss relationships of the institution with external stakeholders of private and public sector

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day 1 afternoon april 23	18:30 – 19:30	espírito santo college - room 310	debriefing meeting	evaluation team alone	reflect on impressions; prepare second day of visit
	20:00	espírito santo college - cozinha do cardal	dinner	evaluation team alone	reflect on impressions gained thus far
day 2 morning april 24	9:00 – 10:00	espírito santo college - room 124	parallel visit to the nursing school	(evaluation team splits in pairs) president and academic staff representatives of the nursing school: - Prof.ª Doutora Fátima Marques - Prof.ª Doutora Felismina Mendes - Prof. Doutor Manuel Agostinho - Prof. Doutor Manuel Lopes	discuss relationships of faculties with institutional central level; input in self-evaluation; role of quality control activities in faculty
	9:00 – 10:00	espírito santo college - room 310	parallel visit to the departmental area of human and social sciences	(evaluation team splits in pairs) president and academic staff representatives of the human and social sciences departmental area: - Prof. Doutor José Alberto Machado - Prof.ª Doutora Ana Clara Birrento - Prof. Doutor Eduardo Figueira - Prof. Doutor Luís Sebastião	
	10:00 – 11:00	espírito santo college - room 124	parallel visit to the nursing school	(evaluation team splits in pairs) students of the nursing school: - Ana Milhano - Helena Vicente - João Garcia - Luís Assunção - Márcia Massa - Miguel David - Miguel Pedrosa - Nelson Mestrinho - Sónia Coelho - Tiago Peres	students' views on their experience (e.g., teaching and learning, student input in quality control and (strategic) decision making)

day	time	where	what	who	why
day 2 morning april 24	10:00 – 11:00	espírito santo college - room 310	parallel visit to the departmental area of human and social sciences	(evaluation team splits in pairs) students of the human and social sciences departmental area: - Ana Carriço - Carla Sofia Marques Verdasca - Cláudia Guilherme - Eloísa Guerreiro - Felícia Maria Cristo Silva - Francisco do Rosário - Luís Lamarosa - Márcia Luís - Marco Santos - Ricardo Serrano - Sara Sofia dos Santos Cabaço - Tiago Costa	students' views on their experience (e.g., teaching and learning, student input in quality control and (strategic) decision making)
	11:15 – 12:00	espírito santo college - room 310	meeting with central institutional policy-making staff	evaluation team, institutional staff: - administrative services - Dr. José Biléu Ventura - computer services - Eng.º Joaquim Godinho - institutional promotion and public relations coordinator - Prof. Doutor José Luís Ramos - international relations office - Dr. Manuel Catita - pro-rectory for quality and innovation policies - Dr.ª Dália Cristóvão - staff management office - Dr.ª. Cláudia Zacarias - technology and knowledge transfer office - Dr.ª. Mafalda Dourado	discuss processes and practices of quality management and strategic management; decision making within institution
	12:00 – 13:00	espírito santo college - room 310	debriefing meeting	evaluation team alone	reflect on impressions; list issues for additions to self-evaluation report and main visit
	13:00 – 13:30	espírito santo college - room 310	meeting with liaison person	evaluation team, with liaison person: - liaison person - Prof. Doutor Carlos Vieira	plan main visit schedule (select faculties or units, special or additional persons to speak); logistical support for or during visit; visit team's meeting and working rooms (where team can work on its oral report)
	13:30	espírito santo college - cozinha do cardal	lunch	evaluation team, with rector, rapporteur and liaison person: - rector - Prof. Doutor Jorge Araújo - rapporteur - Prof. Doutor Carlos Alberto Falcão Marques - liaison person - Prof. Doutor Carlos Vieira	concluding session to agree topics of additional documentation
	afternoon	mitra - conventinho	departure of evaluation team		