

"AGREED"

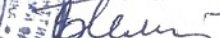
Collective meeting of the Agency for
Accreditation of Educational Programs and
Organizations

Minutes No. 67-1 dated 05.09.2024



"APPROVED"

Director of the Agency for Accreditation of
Educational Programs and Organizations

 B. I. Ismailov

Order No. 270101 dated 05.09.2024

Two-Day Visit Program of the Educational Institution (EI) by the AAOPO Expert Commission for Conducting Program Accreditation

Location:

Date:

Time	ACTIVITIES	NOTES
Preliminary meeting of expert commission (EC) members	Introduction, allocation of responsibilities among EC members. Brief overview of the self-assessment report of the educational organization (EO), discussion of key issues. Discussion of the EC's visit program to the EO.	AAEPO Office
Day 1		
8:15–8:30 (15 min)	Gathering of EC members at the address: Responsible persons from the EO: [Full name, position, phone]	Provision of an equipped office for experts – No. ...
8:30–9:00 (30 min)	Meeting of the EC with the management of the institution: Welcome and introduction of EC members by the secretary. Introduction of EO administration. Clarification of	Office No. ...

Time	ACTIVITIES	NOTES
	organizational issues (tour of EO infrastructure, appointment of a person responsible for supporting the EC's work).	
9:00–10:00 (60 min)	Tour of the educational institution's infrastructure. Accompanying EO staff: [Full name, position]	Route of infrastructure tour
10:00–11:00 (60 min)	Closed meeting of EC members following the tour. Instructions on conducting interviews, working with documentation. Writing the external evaluation report based on the tour.	Office No. ...
11:00–11:45 (45 min)	Interviews with students and graduates. Distribution of the list of interviewees to each EC member.	Classroom No. ...
11:45–12:30 (45 min)	Interviews with parents. Distribution of the list of interviewees to each EC member.	Classroom No. ...
12:30–13:30 (60 min)	Lunch break	Cafeteria / café on EO premises
13:30–15:00 (90 min)	Closed meeting of EC members following the interviews. Writing the external evaluation report based on interviews with students, graduates, and parents. Working with documentation and report drafting.	EC Working Office No. ...
15:00–15:45 (45 min)	Interviews with teaching staff (excluding top management, deans and deputies, department heads). Distribution of interviewee lists to each EC member.	Classroom No. ...
15:45–16:30 (45 min)	Interviews with social partners. Distribution of interviewee lists to each EC member.	Classroom No. ...
16:30–17:30 (60 min)	Additional tour if needed. Writing report based on interviews with teaching staff and social partners.	EC Working Office No. ...
Day 2		
8:30–10:00 (90 min)	Writing the external evaluation report based on document analysis.	EC Working Office No. ...
10:00–10:45 (45 min)	Analysis of the educational process, selective review of the preparation and quality of final qualification works and/or state exams, and reflecting results in the external evaluation report.	Office No. ...

Time	ACTIVITIES	NOTES
10:45–11:30 (45 min)	Interviews with the EO administration.	Classroom No. ...
11:30–12:30 (60 min)	Writing the external evaluation report based on interviews with the administration.	EC Working Office No. ...
12:30–13:30 (60 min)	Lunch break	Cafeteria / café on EO premises
13:30–14:30 (60 min)	Writing the external evaluation report based on document analysis.	EC Working Office No. ...
14:30–17:00 (150 min)	Finalizing the external evaluation report. Preparing the Preliminary External Evaluation Conclusion.	EC Working Office No. ...
17:00–17:30 (30 min)	Announcement of the Preliminary External Evaluation Conclusion.	Classroom No. ...