**PROGRAMME**

|  |  |
| --- | --- |
| Name |  |
| Level | Select Level here. | [ ]  Thai | [ ]  International |
| Faculty / Institutes | Name of Faculty/ Institutes |
| Department (If any) |  |
| Date of Site Visit |  |
| Venue \* |  |

*\* Please specify*

**DATE OF SITE VISIT:**

**Time: 08.45 – 09.00**

**OPENING SESSION:** DEAN/DIRECTOR, DUPYTY DEAN/DEPUTY DIRECTOR, HEAD OF DEPARTMENT, PROGRAMME CHAIR, KEY PROGRAMME COMMITTEE, SAR TEAM MEMBER, KEY FACULTY MEMBER

| **No.** | **Name - Surname** | **Administrative Position** |
| --- | --- | --- |
|  | Academic title. Name - Surname | Dean / Director |
|  |  | …… |
|  |  | …… |
|  |  | …… |
|  |  | …… |

**Time: 09.05 – 10.00**

09.05 – 09.20: BRIEFING BY HEAD OF DEPARTMENT/PROGRAM CHAIR/HEAD OF SAR TEAM

09.20 – 10.00: MEETING WITH HEAD OF DEPARTMENT, PROGRAMME CHAIR, KEY PROGRAMME COMMITTEE,
SAR TEAM MEMBER

| **No.** | **Name - Surname** | **Administrative Position** | **Years with the University** |
| --- | --- | --- | --- |
|  | Asst.Prof. …Name… Surname…., Ph.D | Head of Department (If any) | … years |
|  |  | Program Director | … years |
|  |  | Program Secretary | … years |
|  |  | Program Committee | … years |
|  |  | SAR team member | … years |
|  | . | Lecturer / Department of … or Program … | … years |
|  |  | …… | … years |

**Time: 10.05 – 10.40**

**MEETING WITH ACADEMIC STAFF**

*Condition:*

*- Academic staff with administrative position is not allowed in this session.*

*- The number of Academic Staff in this session shall be 10-15 interviewees****.***

| **No.** | **Name - Surname** | **Position / Affiliation** | **Years with the University** |
| --- | --- | --- | --- |
|  | **Academic title. Name - Surname** | Lecturer / Department of … or Program … | … years |
|  |  | …… | …… |
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**Time: 10.45 – 11.20**

**MEETING WITH ALUMNI**

*Condition:*

*- The graduation year should be varies and must include a fresh graduate (had graduated 1-2 years at the date of the assessment). The selection should include the students from both old and new curriculums (if applicable).*

*- The number of Alumni in this session shall be 10-15 interviewees.*

| **No.** | **Name - Surname** | **Position / Workplace** | **Graduation****Year** |
| --- | --- | --- | --- |
|  | **Academic title. Name - Surname** |  |  |
|  | **Title. Name - Surname** |  |  |
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**Time: 11.25 – 12.00**

**MEETING WITH EMPLOYER**

*Condition:*

*- No alumni of the study program being assessed are allowed in the employer interview session. The alumni of the university from other study programs/ faculties are allowed in the employer interview session but* ***NOT MORE THAN 30%*** *of the total number of the employers. Therefore, please mark ✓ is alumni or 🗶 is not alumni in column “Alumni”*

*- The number of Employer in this session shall be 10-15 interviewees.*

| **No.** | **Name – Surname** | **Position / Workplace** | **Alumni** | **Year of Working** |
| --- | --- | --- | --- | --- |
|  | Title. Name - Surname |  | *🗶* |  |
| Brief Description of the company: |
|  |  |  |  |  |
| Brief Description of the company: |
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| Brief Description of the company: |
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| Brief Description of the company: |
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| Brief Description of the company: |

**Time: 13.00 – 14.00**

**MEETING WITH STUDENTS**

*Condition:*

*- The students should be 5 students selected from each 1st – 4th year, making a total of twenty (20)*

*- If the duration of the study program is more than 4 years, maximum number of interviewees should still be twenty (20)*

*- The number of Postgraduate Student (Master and Doctoral degree) in this session shall be 10 - 15 interviewees.*

| **No.** | **Name - Surname** | **Major Subject (If any)** | **Admission Year** |
| --- | --- | --- | --- |
| **1st Year** |
|  | Title Name – Surname |  |  |
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| **2nd Year** |
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| **3rd Year** |
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| **4th Year** |
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**Time: 14.00 – 14.40**

**MEETING WITH SUPPORT STAFF**

*Condition:*

*- Support staff must not have teaching duties i.e. holding academic position, and should have support- related duties ONLY. It is mandatory to include the* ***librarian, student service, laboratory staff, IT staff***

*- The number of Support Staff in this session shall be 10-15 interviewees*

| **No.** | **Name - Surname** | **Position** | **Faculty Level** | **Program Level** | **Years with the University** |
| --- | --- | --- | --- | --- | --- |
|  | Example Miss. XXX XXX | Librarian | *✓* |  | … years |
|  |  | …Position... |  | *✓* | … years |
|  |  |  |  |  |  |
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**Time: 14.40 – 15.30**

**SITE VISIT TO FACULTY**

*The list of facilities visit: Libraries, Lecture Facilities, Laboratories, Academic Services, IT Services’ Facilities*

**Onsite Guide:** Head of Department / Program Chair / Program member

| **Facilities/ Room** | **Location** |
| --- | --- |
| 1. Libraries
 | … floor, … Building |
| 1. Lecture Facilities
 |  |
| 1. Laboratories
 |  |
| 1. Academic Services
 |  |
| 1. IT Services’ Facilities
 |  |

**DATE OF EXIT:**

**Time: 13.00 – 15.30**

**PRELIMINARY FINDINGS OF THE RESULT PRESENTATION AND CLOSING SESSION:**

DEAN/DIRECTOR, DUPYTY DEAN/DEPUTY DIRECTOR, HEAD OF DEPARTMENT, PROGRAMME CHAIR, KEY PROGRAMME COMMITTEE, SAR TEAM MEMBER, KEY FACULTY MEMBER

| **No.** | **Name - Surname** | **Administrative Position** |
| --- | --- | --- |
|  | Academic title. Name - Surname | Dean / Director |
|  |  | …… |
|  |  | …… |
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|  |  | …… |