

(UNIVERSITY, Faculty and Program Name)

MiAK-MAK VISITING TEAM DETAILED VISIT PROGRAM EXAMPLE

Visit Location and dates: (Faculty, campus, and other locations, and Dates must be specified)

Notes:

- ❖ The Visiting Team's (VT's) arrival to the city where the program is located, reception, transportation to the guesthouse/hotel, accreditation coordinators who will accompany them during the visit flow, and organizational details such as the VT's departure after the active visit flow is completed must be specified along with the program flow, including time-venue-names of accompanying persons. All should be specified with time, venue, and names of accompanying persons.

For example;

- Review of the Self-Evaluation Report - VT Working Room - Visiting Team
- Meeting with the Rector - Rector's Office - Prof. Dr., VT Team, Program accreditation coordinator.
- Breakfast - Guesthouse Breakfast Hall - VT Team, Program accreditation coordinator.
- ❖ Visit flow: if transfers between different venues are required, travel times must be added to the schedule.
- ❖ When planning visit days, free working hours for the VT must be added to the end of each day.
- ❖ When planning the visit flow, 10–15 minute break times must be built in at appropriate intervals.
- ❖ The Visit Flow below has been prepared as an example. The Program should arrange the flow according to its own organizational structure and availability. The visit, according to the MiAK-MAK Accreditation Processes Document, must be at least 3 days. (Generally, the Visiting Team arrives the evening before the visit and departs on the last day of the visit.)
- ❖ The Detailed Visit Flow Plan must be submitted at least 2 weeks in advance to the MiAK Coordinator (info@miak.org) for Team approval.
- ❖ The names, titles, and phone numbers of persons responsible for the visit must be added to the end of the visit flow.

DAY 1: (Date – Day must be specified)

- **08:00** VT picked up from accommodation for breakfast, transportation (Titles and names of accompanying persons – guests –must be specified)
- **08:00-08:45** Breakfast (Venue information and titles and names of accompanying persons must be specified; accompaniment is not mandatory, breakfast may also be at the accommodation)
- **08:45-09:00** Transportation to meeting venue (Titles and names of guests must be specified)
- **09:00-10:00** Introduction meeting (Meeting venue, titles, and names of guests must be specified)
- **10:00-10:30** VT Orientation Meeting (Meeting venue, titles, and names of guests must be specified)
- **10:30-12:00** Review of the Self-Evaluation Report (Meeting venue and titles and names of participants must be specified)
- **12:00-12:30** Meeting with Faculty Dean, Department Chair, and Program Director (Meeting venue and titles and names of guests must be specified)
- **12:30-12:45** Transportation to lunch (Titles and names of guests must be specified)
- **12:45-13:45** Lunch (Venue information, titles, and names of guests must be specified)
- **13:45-14:00** Transportation to campus (Titles and names of guests must be specified)
- **14:00-15:00** Campus Tour and Inspection of Physical Facilities (Titles and names of guests must be specified)
- **15:00-15:30** Rector's Office (Meeting venue and titles and names of guests must be specified)
- **15:30-16:00** Break

- **16:00-17:00** Meeting with Faculty Members and Academic Staff (*Meeting venue, titles, and names of participants must be specified*)
- **17:00-17:45** VT End-of-Day Review Meeting (*In the Working Room*)
- **17:45-18:00** Transportation to dinner (*Titles and names of guests must be specified*)
- **18:00** – Dinner (*Venue information and titles and names of guests must be specified*) and VT's transportation to accommodation (*Titles and names of guests must be specified*)

DAY 2: (Date – Day must be specified)

- **08:00** VT picked up from accommodation for breakfast, transportation (*Titles and names of accompanying persons must be specified*)
- **08:00-08:45** Breakfast (*Venue information and titles and names of guests must be specified; accompaniment is not mandatory, breakfast may also be at the accommodation*)
- **08:45-09:00** Transportation to meeting venue (*Titles and names of guests must be specified*)
- **09:00-10:00** Meeting with Administrative Staff (*Meeting venue, titles, and names of participants must be specified*)
- **10:00-10:30** Meeting with Students and Student Representatives (*Meeting venue, titles, and names of participants must be specified*)
- **10:30-11:00** Break
- **11:00-12:30** Review of Student and Faculty Exhibitions (*Exhibition venue and titles and names of accompanying persons must be specified*)
- **12:30-12:45** Transportation to lunch (*Titles and names of accompanying persons must be specified*)
- **12:45-13:45** Lunch (*Venue information, titles, and names of accompanying persons must be specified*)
- **13:45-14:00** Transportation to studios (*Titles and names of guests must be specified*)
- **14:00-15:30** Observations of Studios, Courses, and Seminars (*Course details, titles, and names of accompanying observers must be specified*)
- **15:30-16:00** Break
- **16:00-17:45** VT's free working time in the Working Room
- **17:45-18:00** Transportation to dinner (*Titles and names of accompanying persons must be specified*)
- **18:00** – Dinner (*Venue information and titles and names of accompanying persons must be specified*) and VT's transportation to accommodation (*Titles and names of accompanying persons must be specified*)

DAY 3: (Date – Day must be specified)

- **08:00** VT picked up from accommodation for breakfast, transportation (*Titles and names of accompanying persons must be specified*)
- **08:00-08:45** Breakfast (*Venue information and titles and names of accompanying persons must be specified; accompaniment is not mandatory, breakfast may also be at the accommodation*)
- **08:45-09:00** Transportation to Working Room (*Titles and names of accompanying persons must be specified*)
- **09:00-11:00** VT's free working time in the Working Room
- **11:00-12:30** Observations of Studios, Courses, and Seminars (*Course details, titles, and names of accompanying observers must be specified*)
- **12:30-12:45** Transportation to lunch (*Titles and names of accompanying persons must be specified*)
- **12:45-13:45** Lunch (*Venue information, titles, and names of accompanying persons must be specified*)
- **13:45-14:00** Transportation to meeting venue (*Title and name of visitors must be specified*)

- **14:00-15:30** Meeting with Graduates and Local Architects (*Meeting venue, titles, and names of participants must be specified*) - Generally planned as a social event.
- **15:30-16:00** Final meetings (*Venue information, titles, and names of accompanying persons must be specified*)
- **16:00-18:00** VT Farewell Address and team's departure from the active visit. *The accreditation decision is not expected to be announced at this stage; however, the Visiting Team presents its general views and impressions. The Accreditation Decision is communicated after the submission of the Final Report to MiAK, the Consistency Committee Decision, and the Accreditation Board Decision.*

→ Visit Coordinator # Title-Name-Surname — Mobile Phone — Email

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