

GENERAL EVALUATION- On-site Visit Process Workflow Chart

(Prepared according to HEPDAK Evaluation Guide version 4.0)

DAY 0 MEETINGS

- **INTERVIEW WITH PROGRAM DIRECTORS**
- **EXCHANGE OF INDIVIDUAL REPORTS PREPARED BY TEAM MEMBERS WITH ALL TEAM MEMBERS AND EXCHANGE OF OPINIONS**
 1. Analysis of the training plan (Form 1)
 2. Schedule for program evaluation (Form 2)
 3. Description of the maturity levels (Form 3)
 4. Summary of maturity levels (Form 4)

Day 0 Meeting- Detailed Overview -1

- Review the additional evidence/documents to be available during the program visit and make the necessary arrangements for Form 2-3-4
- Review and finalize the questions to be asked by all team members during the visit

Day 0 Meeting - Detailed Overview -2

List of individuals to be interviewed and forward to the Program Accreditation Commission (program directors, academic and administrative staff, students from all classes, external stakeholders)

Day 1 and Day 2 Meeting - Detailed Overview

As a result of the interviews, all team members exchange information on forms 2,3,4 as a result of the observations and interviews and fill in columns 1. and 2
Editing the draft report
Preparation of the program exit notification



Program Evaluation Schedule (Form 2)

Filling the day 0 column

DAY 1 VISITS

CONDUCTING THE INTERVIEW AND VISIT PROCESS IN ACCORDANCE WITH THE VISIT PLAN COMMUNICATED TO THE PROGRAM

DAY 2 VISIT

Reading of the program termination notice (Form 5) (a copy is not provided to the program)

Providing a copy of the Explanation of Maturity Levels (Form 3) to the institution

Handing over a copy of the summary of maturity levels (Form 4) to the institution