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| **List of academic staff attending preliminary meeting for [name of degree programme] on/at [date and time of meeting]**  **The meeting will take place at: [Address, building and room number]** |

**Academic staff (full-time and part-time)**

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| First name Last name | Position (e.g. associate professor/professor + subject area) | Special area of teaching and campus (if relevant) | AUmail address |
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**Details**

* There must be three-five members of academic staff, depending on the size of the degree programme. They must be involved in the everyday teaching, with a direct connection to research of relevance for the degree programme
* There must be some part-time academic staff
* There must be representatives of both BA and MA (if relevant)
* There must be representatives from both campuses (if relevant)

**The preliminary meeting:** Students take part in the preliminary meeting (but not the two students taking part in the evaluation meeting), as well as teachers (but not the head of department and course coordinator, who will be taking part in the evaluation meeting). The external experts will also take part. The external experts chair the meeting and ask about the issues they want to know more about (the degree programme, the study environment etc.) after reading the evaluation report and appendices. Preparation: No preparation is required for preliminary meetings. Participants simply need to attend and describe what it is like to be a student/teacher on the degree programme concerned as well as they can.