|  |
| --- |
| **List of student participants in 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]** |

**Student and degree programme**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First name Last name | BA/MA/Professional MA | Semester | Special study area and campus (if relevant) | **AU** mail address |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Details**

* The students must not be members of councils or boards, and they must not be involved in student politics
* There must be 5-8 students from degree programmes with both BA and MA levels
* There must be 3-5 students from degree programmes with only BA
* There must be 2-4 four students from degree programmes with only MA
* There must be 2-4 students from professional Master’s degree programmes
* There must be representatives of both BA and MA levels, plus representatives of various lines of the degree programme (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), 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 on the degree programme concerned as well as they can.