

## **4 THE VISIT**

### **4.1 Timetable**

Accreditation visits should ideally be limited to one / two day(s) of concentrated activity

A *pro forma* (provisional) timetable follows:

A suitable timetable will be drawn up in consultation with the Head of the Department and will be notified prior to the visit

### **4.2 Interviews**

Interviews with staff and students are vitally important to

- gauge the morale of the student body and the department
- detect problems which may not otherwise be evident
- obtain further information
- clarify - first hand - issues discussed in the pre-visit documentation

The Head of the Department should not be involved in selecting a cross-section of students to attend the general interview which should be an “open” meeting attended by the full spectra of

- gender
  - ethnic background
  - excellence or otherwise
- in the department

Where possible, postgraduate quantity surveying students who graduated from the degree programme should also be interviewed

It is advisable that any problems raised by staff and students should be

- fully examined
- confirmed

### **4.3 Timing of visit**

The visit should take place during an ordinary term in the second semester of an academic year, which will ensure that

- final year quantity surveying students are structuring their interdisciplinary projects
- students attending the interviews will be established in their respective, current academic years and have experienced second semester courses

If this arrangement is not possible, postgraduate candidates who were awarded their degrees in the previous academic year, should be interviewed

#### **4.4 Venue**

For its exclusive use during the visit, the accreditation team will require a conference room capable of seating up to 6-8 persons

In addition, the team may require a larger room, for example a large common room, for interviews with staff and students

#### **4.5 Duties of the Chairman**

The Chairman will

- Chair all meetings during the accreditation visit
- Co-ordinate all team functions
- Chair the meeting with students and postgraduate candidates
- Lead appropriate courtesy visits