

International Accreditation Institute

Self-Assessment Process

Induction Workshop for the Self-Assessment
Commission Schedule

2019.

INDUCTION WORKSHOP FOR THE SELF -ASSESSMENT COMMISSION SCHEDULE

FIRST DAY		
Time	Activity	Duration
08.30 hs.	Meeting of presentation of the facilitators to the Dean	30'
09.00 hs.	Start of the workshop: Presentation of the facilitator and the self-assessment commission Introduction to the workshop presenting the agenda and explaining work methodology	30'
09.30 hs.	General instructions on the IAI self-assessment process	15'
09.45 hs.	Guidelines for self-assessment	15'
10.00 hs.	Accreditation Standards (first part)	40'
10.40 hs.	Coffee Break	20'
11.00 hs.	Accreditation Standards (second part)	40'
11.40 hs.	Exercise No. 1: Accreditation Standards. (first part)	40'
12.20 hs.	Lunch Break	100'
14.00 hs.	Exercise No. 1: Accreditation Standards (second part)	120'
16.00 hs.	Coffee Break	20'
16.20 hs.	Questions and Answers about the instruments worked	40'

SECOND DAY		
Time	Activity	Duration
08.30 hs.	Self - Study Guide	20'
08.50 hs.	Exercise No. 2: Self – Study Guide	70'
10.00 hs.	Weights of importance of the standard	20'
10.20 hs.	Exercise No. 3: Weights of importance of the standard (first part)	15'
10.35 hs.	Coffee Break	20'
10.55 hs.	Exercise No.3: Weights of importance of the standard (second part)	45'
11.40 hs.	Strengths and weaknesses detected	15'
11.55 hs.	Exercise No.4: Strengths and weaknesses detected	25'
12.20 hs.	Lunch Break	100'
14.00 hs.	Exercise No.4: Strengths and weaknesses detected	120'
16.00 hs.	Guidelines for the improvement and follow-up plan	20'
16.20 hs.	Coffee Break	40'
08.30 hs.	Questions and Answers about the instruments worked	20'

THIRD DAY		
	Activity	Duration
08.30 hs.	Exercise No.5: Guidelines for the improvement and follow-up plan	20'
08.50 hs.	Coffee Break	60'
09.50 hs.	Guidelines for the preparation of the Self-Study Report	70'
11.00 hs.	Exercise No.6: Guidelines for the preparation of the Self-Study Report (first part)	20'
11.20 hs.	Lunch Break	30'
11.50 hs.	Exercise No.6: Guidelines for the preparation of the Self-Study Report (second part)	30'
12.20 hs.	Questions and Answers about the instruments worked	100'
14.00 hs.	Conclusions and evaluation of the workshop	50'
14.50 hs.	Closing of the Workshop	40'