

QUESTE-SI EXTERNAL AUDIT VISIT



22-23 October 2012

Day 1 – 22nd October - Mechanical Dep. meeting room - 3.3 Pav. Mecânica III

8:00 – 10:00 **Preparatory meeting** - the team meets to review the key issues, agenda, and division of responsibilities. (including a joint breakfast)

10:30 – 11:00 **Meeting with department and heads of programmes** – review overall agenda for inquiry. Identify any “display” materials that were not included with the self-assessment report.

Audit Team

- *Representative of Academia: Peter Skalicky (Vienna University of Technology, Austria)*
- *Representative of Industry: René-François Bernard (ENQHEEI, France)*
- *Reporter: Christophe Terrasse (EFMD, Belgium)*

Self-Assessment Team (SAT):

- *Project Coordinator: Pedro Lourtie*
- *Chairman of the Mechanical Engineering Department (DEM): Helder Rodrigues*
- *President of the Research Unit IN +: Paulo Ferrão*
- *Student representatives in the Management Board of DEM: João Pedro and Paulo Quental*
- *Quality Referent for QUESTE-SI: Marta Pile*
- *Responsible for collection / treatment information dimensions I and III: Isabel Ribeiro*
- *Responsible for collection / treatment information dimensions II and IV: António Luís Moreira*
- *Programme Coordinator – MEMec – Mário Gonçalves da Costa*
- *Programme Coordinator – MEAer – Luís Braga Campos/Fernando Lau*
- *Programme Coordinator – MEAmb – Ramiro Neves/Tiago Domingos*

11:00 – 12:30 **Meeting with faculty members I** – discussion with administrators, deans, heads of programmes

General outline of topics:

1) Strategic and organisational background and support for the Social

Responsibility & Sustainability Education (SRSE) effort;

2) Dimension 1 – Institution & Faculty;

3) Dimension 2 – SRSE Education & Curriculum;

4) Dimension 3 – Student Involvement in sustainability culture

- *Self-Assessment Team*

- 12:30 – 13:30 *Sandwich / Buffet Lunch with stakeholders' representatives*
- *Audit Team*
 - *SAT (Paulo Ferrão and António Luis Moreira)*
 - *Stakeholders:*
Frank Braunschweig - Action Modulers
Paulo Ribeiro – 3Drivers
- 13:30 – 15:00 **Meeting with stakeholders' representatives and faculty members II** - discussion with people responsible for programme assessment, placement of graduates and recruitment
- 5) Presentation of Dimension 4 – Research and Innovation, Cooperation and Development – discussion with companies (local, national)
- *SAT (António Luis Moreira)*
 - *Docentes/Investigadores:*
Jorge Martins
André Serrenho
Miguel Silva/Fernanda Margarido
António Sarmento/Falcão de Campos
 - *Member of Governing Board for Entrepreneurship and Corporate Relations (Luis Caldas de Oliveira)*
 - *President of the Research Unit IN + (Paulo Ferrão)*
 - *Programme Coordinator – MEAmb (Ramiro Neves/Tiago Domingos)*
 - *Stakeholders:*
Frank Braunschweig - Action Modulers
Paulo Ribeiro – 3Drivers
- 15:00 – 15:30 Recapitulation / Summing-up of the main points (internal meeting of the audit team)
- 15:30 – 16:30 **Meeting with faculty members II** (continued)
- *Self-Assessment Team*
- 16:30 – 17:00 Brief review of the day's discussions with the Referent and SRSE programme head
- *SAT (António Luis Moreira)*
 - *SAT (Isabel Ribeiro)*
 - *Quality Referent for QUESTE-SI (Marta Pile)*
 - *Project Coordinator (Pedro Lourtie)*
- 18:00 Dinner

Comentário [IR1]: HR e ALM ficaram de confirmar um deles

Comentário [IR2]: ALM ficou de confirmar um deles

Comentário [IR3]: Prof. Lourtie ficou de falar com O Prof. MH para angariar mais

Day 2 – 23rd October - Mechanical Dep. meeting room - 3.3 Pav. Mecânica III

- 8:30 – 9:00 **Team meeting with referent, department and programme administration** - considering topics or points for further discussion following on the events of Day 1
- *Self-Assessment Team*
- 9:00 – 10:30 **Meetings with faculty responsible** for significant SRSE courses and projects and **students** who have taken, or are now enrolled in significant SRSE courses and projects.
- *Professors: Tânia Sousa (MEMec e MEAmb), Carlos Silva (MIT – PT), Gabriel Pita (MEMec e MEAmb), Tiago Domingos (MEMec e MEAmb), Tiago Farias*
 - *Students who have taken, or are enrolled in significant SRSE courses and projects: João Sobrinho (MEAmb), David Melo (MEAer- Member of AircArgo Challenge Team)*
- 10:30 – 11:00 Recapitulation / Summing-up of the main points (internal meeting of the audit team)
- 11:00 – 12:00 **Meeting with students and alumni** – discussion with Bachelor, Master and PhD students on SRSE Education and Campus life, and feedback from currently-employed graduates who are “products” of the SRSE initiative
- *Programme Delegates:*
Inês Vieira (MEAmb)
Paulo Quental (MEMec)
Claúdia Dias (MEAer)
 - *Employed Alumni:*
Margarida Monteiro (MEAmb)
A. Rosa (MEAmb)
David Brito (MEAmb)
Rodrigo (MEAmb)
Miriam Rabaçal (MEMec)
- 12:00 – 13:00 Lunch with Faculty members, students and alumni
- *Programme Coordinators, Programme Delegates and employed Alumni*
- 13:00 – 14:00 **Exit meeting** – the team discusses overall impressions of what has been discussed and observed and communicates them to the institution
- *SAT (António Luis Moreira)*
 - *Chairman of the Mechanical Engineering Department – DEM (Helder Rodrigues)*
 - *SAT (Isabel Ribeiro)*
 - *Quality Referent for QUESTE-SI (Marta Pile)*
 - *Project Coordinator (Pedro Lourtie)*
- 14:00 Departure

Comentário [IR4]: Prof. ALM Ficou de convocar

Comentário [IR5]: João Pedro ficou de arranjar aluno do ECO SHOW MARATHON

Comentário [IR6]: Prof. Tânia vai tentar arranjar mais um aluno de Ambiente Mariana Pessoa ou Francisco Sá

Comentário [IR7]: Aguardo confirmação