

REPORT**INTERVIEWS / SEMINAR WITH STAKEHOLDERS**

(Stakeholder Interview / Focus Group Record – IQA Evidence)

I. GENERAL INFORMATIONActivity Name : ☐ Interview ☐ Panel Discussion ☐ Consultation

Main topic :

Time: Day month year

Location / Format: ☐ In- person ☐ Online

Organizing unit:

Coordinating unit (if any):

II. PARTICIPANTS**1. Representatives of the stakeholders**

(Mark ✓ next to the appropriate item)

☐ Students

Final year students

☐ Former students☐ Employer / Company☐ Instructor☐ Management Staff / Employees☐ External expert☐ Other:**2. Attendance List (List attached)****OF THE INTERVIEW / SEMINAR**

The interview/seminar was organized for the following purposes :

- Gather in -depth feedback from stakeholders on the programme / activities ;
- Clarify the causes of the problems reflected in the survey;
- Consultation for review, adjustment , and improvement of the programme ;
- Provide evidence for the PDCA cycle in IQA.

IV. MAIN TOPICS FOR DISCUSSION**4.1 . Key issues raised for discussion**

No.	Problem	Sources of suggestions
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		(Surveys/Reports)
1		
2		
...		

4.2. Feedback from stakeholders

4.2.1. Agreements

(These assessments were agreed upon by the majority of delegates)

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4.2.2. Differing/Contrasting Opinions

(If applicable, please specify to demonstrate its multidimensional nature .)

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4.3. Evaluation by content groups (recommendations)

a) Learning outcomes and educational objectives

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b) Content and structure of the curriculum

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c) Teaching and assessment methods

.....

d) Ability to meet professional / job requirements

.....

e) Learning conditions & support

.....

V. RECOMMENDATIONS AND PROPOSALS FOR IMPROVEMENT

No.	Content of the proposal	Proposed unit / object
1		
2		
...		

VI. ORIENTATION FOR HANDLING AND ASSIGNMENT OF RESPONSIBILITIES

Improved content	Organizing unit	Coordinating unit	Duration

VII . CONCLUSION OF THE INTERVIEW / SEMINAR

- The main contents have Agreed upon:
- Areas requiring further research/additional feedback:
- Commitment to using results to improve quality :

VIII. SUPPORTING EVIDENCE

(Mark ✓ if applicable)

- ☐ Meeting Agenda
- ☐ Attendance List
- ☐ Presentation document
- ☐ Images/records (if any)
- ☐ Related survey results

IX. CONFIRMATION

Representative of the organizing unit

(Signature, printed name)

Secretary

(Signature, printed name)