

| INPUT/NOTES | ACTIVITIES | RESPONSIBLE PARTY | TIMEFRAMES | RECORDS |
|---|--|---------------------------------|-------------------------|----------------------------|
| | Review of documentation | AB Members | Month prior to AB visit | |
| Note 2 * Refer to Appendix C for requirements | Presentation of the ALS's vision, branding & unique features ^{*1} | Head of ALS | Day 1 | |
| | Presentation of the programme & core subjects / courses ^{*1} | ALS Staff | Day 1 | |
| | Meeting with head of ALS | AB members & head of ALS | Day 1 | |
| | Perusal & inspection of information provided | AB Members | Day 1 | |
| Note 2 * Highest pass & lowest fail examples to be provided for all completed years since course inception. | <div style="display: flex; justify-content: space-around;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Studio work^{*2} / design portfolios</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Preparatory work</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Examination scripts*</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Course outlines</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Design Briefs</div> </div> | | | |
| | Visits to workshop, library, studios, computer labs etc | AB Members | Day 1 | - Photographs |
| | Discussion regarding preliminary findings | AB Members | Day 1 / 2 | |
| | Meeting with current students | AB Members & students | Day 2 | - Transcripts / Recordings |
| | Meeting with external examiners (if applicable) | AB Members & external examiners | Day 2 | - Transcripts / Recordings |
| Note 3 * Without head of ALS | Meeting with full ^{*3} time & part time staff | AB Members & ALS staff | Day 2 | |
| Note 4 * Can be over lunch | Meeting with dean of faculty ^{*4} | | Day 2 | |
| | Meeting to discuss findings | | Day 2 / 3 | |
| | Advisory Board departs | | End of day 3 | |
| | Prepare input to advisory report & issue to secretary | AB Members | Week after AB visit | - Annexure & forms |