



**Universiti Tunku Abdul Rahman (UTAR)
Faculty of Engineering and Green Technology
Department of Environmental Engineering**

Itinerary of Prof. Dr. Sung-Uk Choi's Visit (5th Nov – 7th Nov 2023)

External Examiner for Bachelor of Civil Engineering (Environmental) with Honours

Date	Time (MY)	Event	Venue	Attended By
Day 0 05/11/2023 (Sunday)		Airport pick up (flight from Seoul to KL) Pending Flight No.: MH 067 Departure Time: 11:05 Arrival Time: 16.45 <i>Note: E-Ticket Ref no. 573PU8 Hotel Ref no. 160802</i>	KLIA To Grand Kampar Hotel	HOD/EV staff + Driver
Day 1 06/11/2023 (Monday)	0845	Hotel pick up	Hotel– UTAR (Kampar, Perak)	EV staff
	0900 - 1000	Opening Meeting • Overview of UTAR (UTAR Corporate Video) • Welcome Address by the Dean Overview of FEGT • Briefing by HOD on department and programme	E121	Dean, DDs, HoD, EV staff & FGO
	1000 - 1200	Meeting with Deputy Dean (Academic) and HOD Briefing Document review on the Programme • PEO, PO • Curriculum (Programme Structure, Syllabi, CO, Industrial Training, FYP • Student Performance • Staff Strength • Research and Consultancy Activities • Quality Management System/CQI	E121	Deputy Dean (Academic)& HOD
	12.00 - 13.30	Lunch	TBC	Dean, DDs, HoD, EV staff & FGO
	13.30 - 14.00	EE Private Time	E121	
	14.00 - 15.00	Meeting with Students	TBC	EV Students

Date	Time (MY)	Event	Venue	Attended By
	15.00 - 16.00	Seminar/Talk by External Examiner's Talk (Optional) <i>Title: Pending</i>	TBC	HoD, Students and Staff
	16.00 - 17.30	Virtual Tour of Facilities <ul style="list-style-type: none"> Laboratories, workshop, lecture halls Library Other facilities 	Block E Block J Block H Block M	HoD, Ts Chin, Dr Lam
	17.30	End of Day 1	Grand Kampar Hotel	EV staff
	18.30	Dinner	TBC	Dean, DDs, HoD, EV staff
Day 2 07/11/2023 (Tuesday)	0845	Hotel pick up	Hotel- UTAR (Kampar, Perak)	EV staff
	9.00 - 9.30	EE Private Time	E121	
	9.30 - 10.30	Meeting with President (Virtual)	E121	President, Dean, HoD
	10.30 - 11.30	Meeting with Academic Staff <ul style="list-style-type: none"> Teaching, Research and Professional Development Private meeting with departmental staff (without HoD) 	E121	All departmental staff
	11.30 - 12.00	EE Private Time (Drafting EE report)	E121	
	12.00 13.30	Lunch	TBC	Dean, DD and HoD
	13.30 - 14.00	EE Private Time (Drafting EE report)	E121	
	15.00 16.00	Exit Meeting Feedback from EE and Discussion of Findings with the department	E121	Dean, DD and HoD & EV Staff
		Departure from FEGT To KLIA Pending Flight No.: MH 066 Departure Time: 23:15		Driver

Action by the HoD prior to the visit:

Timeline	Action
At least 2 weeks before	<ul style="list-style-type: none">● To share programme information/ document with the EE the following:<ul style="list-style-type: none">○ PEO statement, attainment and CQI,○ PO statement, attainment and CQI,○ Programme structure and syllabi,○ List of lecturers,○ Student admission and performance○ Selected course files (including IDP, FYP, IT)○ Proposed EE visit itinerary
At least 5 days before	<ul style="list-style-type: none">● To contact the EE and to verify programme information/document received are in order, and● To check with EE if any additional course files are required● To confirm the EE visit itinerary