

# Application for MEI Membership

## Site Visit – Criteria Guide

Nominees are asked to carry out a Site Visit to the applicant college and complete a written report with recommendations, observations and suggestions.

### Objectives:

- To help new and existing member schools provide quality programmes and services for their students.
- To provide and implement improved professional and ethical standards for members and to strengthen our organisation and enhance the MEI brand.

Areas for consideration during the Site Visit and for the written report may include, but not limited to, the following areas:

### Premises

- Location and Appearance (Furnishings + Decor)
- Tour the school and see all the facilities, if possible with a student guide

Number of classrooms?

Does the school use any other classroom space not on the main site?

Does the school have any summer centres?

### Management and Personnel

- Speak to key staff members (DoS, Accommodation officer, Social Programme Officer, Marketing Manager)
- See copy of management structure and speak to school owner/director in relation to Management Practices
- List of all teaching staff (CV's + qualifications).

## Curriculum

- Overview of Academic structure
- Read most recent accreditation report
- Check academic resources

Is there ongoing development of the curriculum framework?

How are students tested on arrival?

Is there ongoing student assessment?

## Student Body

- Number of students currently registered at school + nationality mix
- Meet a student focus group (to discuss their satisfaction with course, accommodation, social programme etc)
- See examples of student feedback form from last 12 months
- Review complaints record and review actions taken.
- See copies of student social programme Is there a student handbook, set of School rules?

## Accommodation

- See copy of family application form

How many families are checked, and is there a regular evaluation process?

Is there a student feedback system?

## Marketing and Promotion

– See copy of brochure and website – do the services and courses provided by the school correspond with their promotional materials