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| Agenda Panel Discussion (example) | |  |
|  | |
| Meeting date  Click or tap here to enter text.  Contact  …. | Location  Faculty of Humanities  Email  … | Time  Click or tap here to enter text. |
| Subject  Semester … | | |

*This example agenda will need to be modified to fit individual panel discussions, but it can hopefully provide a useful starting point. For more information on how to organize and lead a panel discussion, please see the Guide ‘How to Hold a Panel Discussion’, especially created for PC student members*.

# Agenda items

## 1. Open the meeting and welcome the participants

Click or tap here to enter text.

## 2. Introduce the agenda

Click or tap here to enter text.

## 3. Discussion of general matters, like the atmosphere of the programme, its overall coherence, etc.

Click or tap here to enter text.

## 4. Discussion of individual courses

Click or tap here to enter text.

*Possible topics for discussion are: the workload, the suitability of the literature / source material, feedback, the relation with the lecturer and fellow students, the structure and organization of the course, and the learning outcomes and if they have been reached.*

*Possible sources of input for the discussion are: the UvA Q evaluation reports, the MA Coordinator and the informal session with students held immediately before the panel discussion.*

## 5. Other matters or questions?

Click or tap here to enter text.

## 6. Close the meeting

Click or tap here to enter text.

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