Annex 12. Timetable and guidelines for the Preliminary Visitation

*(as approved by the EAEVE Executive Committee on 7 June 2023)*

**INTRODUCTION**

This document is a standardised programme for a Preliminary Visitation.

The specific programme must be proposed by the Liaison Officer one month before the start of the Preliminary Visitation at the latest and is finalised in agreement with the Chairperson and the Coordinator.

**TIMETABLE**

**Day 1**

By 19.00: arrival of the Preliminary Visitation Team at the hotel

19.30-21.30: working dinner with the VEE’s Head and Liaison Officer

**Day 2**

08.00: transfer to the VEE Team Room

08.30- 09.00: meeting with the management of the VEE

09.00-13.00 and 14.00-17.00:

-) visit to the intra-mural facilities/departments/units by the Team with a very short introduction by the responsible person of each unit

-) visit in depth of some intra-mural facilities (e.g. the VTH);

-) virtual visit to the extra-mural facilities involved in the veterinary curriculum (clinics, dispensaries, teaching farms, slaughterhouses, ...) by a PowerPoint presentation with photos and/or videos in the presence of their respective responsible person

(strict timetable requested to avoid any delay)

13.00-14.00: informal lunch for the Team alone

14.00-17.00: see above

17.00-19.00: Team work in the Team room

19.30-21.30: informal dinner

**Day 3**

08.00: transfer to the VEE Team room

08.30–9.00: meeting with Teaching Staff (without the participation of the VEE’s Head and Liaison Officer)

09.00-9.30: meeting with graduates involved with the veterinary curriculum (interns, residents, assistants, PhD students)

9.30-10.00: meeting with Support Staff (technical, laboratory, administrative, nursing, IT)

10.00-10.30: meeting with undergraduate students (several students from each year/semester of the curriculum)

11.00-13.00 and 14.00-16.30: separate meetings (around 30 minutes each) with the relevant responsible persons for each ESEVT Area, i.e. Objectives, Organisation and Quality Assurance Policy, Finances, Curriculum, Facilities, Animal Resources, Learning Resources, Students, Staff, Research and post-graduate programmes

(precise programme and name of attendees for each meeting to be finalised during the Day 1 dinner)

13.00-14.00: informal lunch for the Team alone

14.00-16.30: see above

17.00-19.00: Team work in the Team room

19.00-19.30: Exit Presentation to the VEE’s Head, Liaison Officer and invited guests

19.30-21.30: dinner with the VEE’s Head, Liaison Officer and invited guests.

**Day 4**

Transfer of the Visitors to the airport/train station

**Note: Wi-Fi access, multiple electrical sockets, (including adapters when necessary) soft and hot drinks and one printed copy of the PSER, its Appendices and the relevant ESEVT SOP must be available upon arrival on Day 1 in the Team room.**