Annex 7. Timetable and guidelines for the Full Visitation

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

**INTRODUCTION**

This document is a standardised programme for a Full Visitation.

The specific programme must be proposed by the Liaison Officer two months before the start of the visitation at the latest and is finalised in agreement with the Chairperson and the Coordinator.

Two preparatory webinars are organised by the Coordinator, i.e. one with the Team alone around two months before the start of the visitation (with main objective to provide guidelines for the writing of the draft A Visitation Report) and one with the Team, Head of VEE and Liaison Officer (with the main objective to finalise the logistic issues and the visitation programme).

**TIMETABLE**

**Monday (Day 1)**

-) by 15.00 at the latest: arrival of the Visitors at the hotel

-) 16.00-17:00: meeting of the Full Visitation Team (i.e. 8 persons called Team in this Annex) in the hotel Team room dedicated to continuing education for the Visitors (led by the Coordinator)

-) 17.00-18.00: first official meeting of the Team

-) 18.00-19.00: meeting with the VEE’s Head and the Liaison Officer in the hotel Team room

-) 19.30-21.30: dinner with the VEE’s Head, Liaison Officer and representatives of Staff and Students as appointed and invited by the VEE’s Head

**Tuesday (Day 2)**

07.30: transfer to the VEE Team Room

08.00-08.30: settling in the Team Room with access to a VEE IT-person
08.30- 09.15: meeting with the management of the VEE: presentation of the objectives of the Visitation by the Chairperson and presentation of the VEE by its Head

09.30-12.30 and 13.30-16.45: visit to all the intra-mural facilities/departments/units by the complete Team with a very short introduction by the responsible person of each unit (strict timetable is requested to avoid any delay) (a short coffee break is welcome in the middle of the morning and afternoon sessions)

12.30-13.30: informal lunch for the Team alone

13.30-16.45: see above

17.00-19.00: Team work in the VEE or hotel Team room

19.00: informal dinner for the Team alone without its student member (in the hotel or within walking distance)

19.00: informal dinner between the student member of the Team and representatives of local undergraduate students

**Wednesday (Day 3)**

08.00: transfer to the VEE Team room

08.30–12.00: by individual Visitors or by sub-groups of Visitors:

-) visit to the extra-mural facilities involved in the veterinary curriculum (clinics, dispensaries, teaching farms, slaughterhouses, ...);

-) visit in depth of selected intra-mural facilities (e.g. VTH and pre-clinical training facilities);

-) meeting with staff involved with QA.

(precise programme and name of attendees for each visit to be finalised during the Monday evening meeting)

12.00-13.00: informal lunch for the Team alone

13.00-17.30: separate meetings with the relevant responsible persons for each ESEVT Area, i.e.:

-) Areas 1 & 2: Organisation, QA and Finances (60 min)

-) Area 3: Curriculum (60 min)

-) Area 4: Facilities (30 min)

-) Areas 5 & 6: Animal Resources and Learning Resources (30 min)

-) Areas 7 & 8: Students (30 min)

-) Area 9: Staff (30 min)

-) Area 10: Research and post-graduate programmes (30 min)

 (precise programme and name of attendees for each meeting to be finalised during the Monday evening meeting at the latest)

17.30-19.00: Team work in the VEE or hotel Team room

19.30-21.30: dinner with the VEE’s Head, Liaison Officer, Rector and relevant stakeholders.

**Thursday (Day 4)**

08.00: transfer to the VEE Team room

08.30-09.30: meeting with Teaching Staff (without the participation of the VEE’s Head and Liaison Officer)

09.30-10.30: meeting with graduates involved with the veterinary curriculum (interns, residents, assistants, PhD students)

10.30-11.00: meeting with Support Staff (technical, laboratory, administrative, nursing, IT)

11.00-12.00: meeting with undergraduate students (several students from each year/semester of the curriculum, including students on eventual foreign language tracks)

12.00-12.45: open session in confidence for individuals (staff, students and EPT providers) in the VEE Team Room (the VEE must inform in advance via e-mail all staff, students and EPT providers about this opportunity

In the morning: final on-site visits by individual Visitors if necessary

13.00-14.00: lunch with alumni (i.e. local practitioners, employers of graduate students, representatives of professional organisations and stakeholders) who understand and speak basic English

14.00-18.30: Team work at the VEE or hotel Team room

19.00: informal dinner for the Team alone (in the hotel or within walking distance)

**Friday (Day 5)**

08.00: transfer to the VEE

Around 8.30: Exit Presentation to the VEE’s Head, Liaison Officer and representatives of staff and students (e.g. members of the VEE’s Council)

From the end of the Exit Presentation at the earliest: transfer of the Visitors to the airport/train station

**Note: Wi-Fi access, multiple (>10) electrical sockets (including adapters when necessary), soft and hot drinks and one printed copy of the SER, its Appendices and the relevant ESEVT SOP must be available upon arrival on Monday both at the hotel and in the VEE Team rooms.**