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As a result of experience with the new abbreviated visit schedule for Stage 1 Visitations, which has been applied since October 2007 and the introduction of our internal QC system this year, a number of changes have been made to the Visitation Schedule in order to improve further the usage of the Experts` time. Below, you will find a suggestion for a Standardized Schedule for Stage 2 Visitations (2 Team Members) which can be used as a flexible guideline for future visitations.

## **Standardized EAEVE/FVE Visitation Schedule: Stage 2**

### **Monday or Day 1**

Arr. by 15.00	Arrival of Visiting Team Members
15.00 – 17.00	Initial meeting of team members in hotel, introduction, exchange of opinions, impressions based on SER
17.00 – 17.30	Team meets with Dean (and Liaison Officer with combined visit)
17.30 – 19.00	Meeting of Team Members in hotel: distribution of responsibilities
20.00 – 23.00	Dinner with Dean, Staff (and Invited Guests if wished by Dean)

### **Tuesday or Day 2**

08.00 - 08.30	Pick up from hotel, drive to Faculty and establish in Team Room
08.30 – 09.30	Introduction to Staff, brief outline of the Faculty by the Dean and objectives of the visitation by the Chairperson or Coordinator
09.45 – 12.30	Visit of previously defined institutions on campus, review of documents supplied in Team Room
12.45 – 13.45	Informal lunch with team alone (sandwiches)
14.00 – 16.45	<i>Continuation of the document review</i>
17.00 – 20.00	Team meeting in hotel
20.30 – 23.00	Informal dinner with persons responsible for Quality Assurance from University, Faculty and or local QA Authority.

### **Wednesday or Day 3**

08.00 – 08.30	Pick up from hotel, drive to Faculty and establish in Team Room.
08.30 – 11.00	In order to make a Quality Assurance Assessment, meet <b>Staff</b> and <b>Students</b> responsible for Quality Assurance of: - <i>Undergraduate Education</i>

- *Post-graduate Student Education: Academic & Professional Tracks*  
- *Student Welfare*

Meet **Staff** and **Students** responsible for the quality assessment of Teaching Staff, Learning Opportunities, the Veterinary Training Programme as well as Clinics, Laboratories and Farm. (Stage 2)

11.00 – 12.45 Continuation of the Quality Assurance and Transparency assessment by meeting **Staff** and **Students** involved in the Quality Assurance of Continuing Education, Research, International Contacts and Development as well as the Cooperation with Stakeholders. (Stage 2)

12.45 – 13.45 Informal lunch with team alone (sandwiches)

14.00 – 16.45 Revision of documents and conclusions reached after meetings with persons responsible for Quality Assurance (Stage 2)

17.00 – 18.30 Meeting of Team in Team Room to form conclusions (Stage 1 and 2)

20.00 – 22.00 Informal dinner with team alone (Stage 1 and 2)

#### **Thursday or Day 4**

Team Departure.

#### **Please remember that:**

- 1) *Both the hotel and the Faculty Team room should offer all team members internet access preferably Wi-Fi.*
- 2) *If at all possible, there should be internet access in the hotel rooms of the Team, since experts like to work late.*

RGO/08.06.2009 amended 20.January 2010