



Head Office: Biberstrasse 22/3, A-1010 Vienna Austria,
Tel: +43 1 5123394, Fax: +43 1 5127710, E-mail: office@eaeve.org

As a result of experience with the new abbreviated visit schedule 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 1 Visitations (6 Team Members + Coordinator), which can be used as a flexible guideline for future visitations.

Standardized EAEVE/FVE Visitation Schedule: Stage 1 & Stage 2

Monday or Day 1

Arr. by 15.00 Arrival of Visiting Team Members (Stages 1 & 2)
17.00 – 17.30 Team meets with Dean and Liaison Officer
17.30 – 19.00 Initial Meeting of Team Members in Hotel (Stages 1 & 2)
20.00 – 23.00 Dinner with Dean, Staff and Invited Guests

Tuesday or Day 2

08.00 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

Separation of Stage 1 and 2 Teams for rest of Visitation except for lunches

Stage 1 Team Programme

Tuesday or Day 2 (continued)

09.45 – 12.30 Visit of the Faculty campus by complete team with short introductions and explanations only.
12.45 – 13.45 Informal lunch with team alone (sandwiches)
14.00 – 16.45 *Continuation of the Faculty campus visit by the complete team.*
17.00 – 20.00 Team meeting at Faculty team room or depart for meeting in hotel room.
20.30 – 23.00 Informal dinner for Team alone in hotel.

Wednesday or Day 3

07.00 Normally Food Hygienist is picked up for visit to slaughterhouse(s).
08.00 Pick up from hotel, drive to Faculty and establish in Team Room.
08.30 – 12.30 Individual experts visit the clinics/departments/hospitals/institutes for which they are responsible. Coordinator +/- Chairperson +/- Student

will usually meet with financial and administration managers and also the library.

- 12.45 – 13.45 Informal lunch with team alone (sandwiches)
14.00 – 17.00 Usually visits to external clinical facilities and farm(s)
17.30 Transfer to hotel
18.00 – 20.00 Meeting of Stage 1 and 2 Teams in hotel room.
20.30 - 23.00 Informal dinner for Teams alone.

Thursday or Day 4

- 08.00 Pick up from hotel, drive to Faculty and establish in Team Room.
08.30 – 09.40 Meeting with Senior Academic Staff
09.45 – 10.25 Meeting with Junior Academic Staff
10.30 – 11.10 Meeting with Support Staff
11.15 – 11.55 Meeting with Students
12.00 – 12.45 Open Session for Individuals in Team Room.
13.00 – 14.00 Informal lunch for Team alone (sandwiches)
14.15 – 18.00 Final visits by individual experts as necessary and work in Team Room.
18.15 Transport to hotel.
20.00 – 23.00 Final Dinner for Stage 1 Team with Rector/Dean/Staff/Students.

Friday or Day 5

- 08.30 – 10.00 Stage 1 Team work in hotel on presentation to Rector/Dean and colleagues.
11.00 – 12.00 Presentation on Stage 1 by Chairperson to Rector/Dean and colleagues.
12.30 Final Lunch.
Afternoon: Departure of Team Members.

Stage 2 Team Programme

Tuesday or Day 2 (continued)

- 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 *Continuation of the document review*
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 **Staff** and **Students** responsible for Quality Assurance of:
- *Undergraduate Education*
- *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.

- 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)
- 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 Stage 1 & 2 Teams in Hotel Room.
- 20.00 – 22.00 Informal dinner with Teams alone (Stage 1 and 2)

Thursday or Day 4

Stage 2 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 many experts like to work late.*
- 3) *The Faculty team room needs to be equipped with a printer for the Coordinator's use.*
- 4) *The Coordinator will offer assistance to both Stage 1 and Stage 2 Teams. The Chairperson will be responsible for the Stage 1 Team only.*

RGO/08.06.2009 revised 20 January 2010