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Guide for the Student Member of an EAEVE/FVE Visiting Team

As a result of the requirements set by ENQA, effective immediately, a Student Member has been added to the other five Expert Members and one Coordinator, who make up a Visiting Team.

The Student Member should either be in the final year of the undergraduate studies programme or within the first 2 years of a postgraduate programme (e.g. PhD). He/she should be “au fait” with the most modern teaching methods and concepts available and should be aware of the presence and functioning of internal quality assurance programmes. Fluency in English is a prerequisite.

The Student Member would not be assigned chapter-writing alone, but would be expected to give input to the individual chapter assignees.

The following should be used as guidelines to the Student Member:

A Areas of particular interest:

- **Organization:** *Is the structure organized in a student-friendly manner?*
- **Admission and enrolment:** *Are the requirements and the application thereof fair?*
- **Student accommodation, safety, union facilities, social programmes and sport:**
Are these all catered for?
- **Teaching methodology and examinations:** *Are the means of teaching up-to-date and do the examination methods truly measure a student's knowledge?*
- **Teaching quality and the assessment thereof:** *Is the quality of the teaching generally acceptable or is it very variable between staff. Is an internal quality assurance programme in place which is actually applied. Are the majority of students involved?*
- **Clinical learning and hands on applications:** *Are there in general enough clinical cases for each student to have hands-on experience?*
- **Library:** *Is the library adequate and easy to use for the students? Is there a “Virtual Campus”? Is there “E-Learning”? Is there Wi-Fi campus-wide?*

B Functional Details

The Student Member would be:

- Expected to become au-fait with the EAEVE/FVE Standard Operating Procedures (SOPs), which are available on the EAEVE Website www.eaeve.org , the members only section being accessible with name: `member` and password: `caracas`.
- Treated like all other Visiting Team Members and will receive all documents relating to the Visitation e.g. team documentation, Self Evaluation Report (SER) 4 to 6 weeks prior to the Visitation plus relevant documentation.
- Contacted by the establishment with a view to agreeing on travel arrangements.
- Briefed by the Coordinator and Chairman prior to the initial Visiting Team meeting and a visiting timetable set, taking into account any special interests of the Student Member.
- Flexible and adapt to the needs of the individual visitation as they occur.
- Asked to contribute own observations and comments where relevant to the chapter-writing of the assignees.
- Able to ask for advice or guidance from Chairman and/or Coordinator at any time.

20. July 2009