

**European Association
of Establishments for Veterinary Education**

**Association Européenne
des Etablissements d'Enseignement Vétérinaire**



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As a result of experience with the visit schedule which is being applied since 2007 and the introduction of our internal Quality Control System, 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

Monday or Day 1

Arr. by 16.00 Arrival of Visiting Team Members at the hotel
17.00 – 17.30 Team meets with Dean and Liaison Officer at the hotel
17.30 – 19.00 Initial Meeting of Team Members in hotel meeting room
20.00 – 23.00 Dinner with Dean, Staff and Invited Guests (optional)

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.
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 will visit the clinics/departments/hospitals/institutes and mobile clinic unit. Coordinator +/- Chairperson will usually meet with financial and administration managers and will also visit the library (with student member).
12.45 – 13.45 Informal lunch with team alone (sandwiches)
14.00 – 17.00 Usually visits to external clinical facilities and faculty farm(s)
17.30 Transfer to hotel
18.00 – 20.00 Meeting of Team in hotel meeting room.
20.30 - 23.00 Informal dinner for Team 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 in confidence for Individuals in Team Room.
13.00 – 14.00 Informal lunch with alumni's (2 to 5 local veterinarians and/or representatives of professional organisations)
14.15 – 18.00 Final on site visits by individual experts as necessary and work in Team Room.
18.15 Transport to hotel.
20.00 – 23.00 Final Dinner with Rector/Dean/Staff/Students representatives.

Friday or Day 5

08.00 – 10.00 Team work in hotel on presentation to Rector/Dean and colleagues.
10.30 – 11.30 oral presentation of preliminary results by Chairperson to Rector/Dean and colleagues.
12.00 Final Lunch (optional).
Afternoon: Departure of Team Members.

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 some experts may work late on the report.*
- 3) *The Faculty team room needs to be equipped with a printer for the Coordinator's use.*

revised 20 July 2010