

**European Association
of Establishments for Veterinary Education**

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



Head Office: Biberstrasse 22/8, A-1010 Vienna Austria,
Tel: +43 1 5123394, Fax: +43 1 5127710, E-mail: office@eaeve.org

For stage I approved faculties, please find below a suggestion of a stand-alone Standardized Schedule for a Stage II Visitation (2 Team Members + coordinator) which can be used as a flexible guideline.

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)
17.30 – 19.00	Meeting of Team Members in hotel: distribution of responsibilities
20.00 – 23.00	optional Dinner with Dean, Staff (and dean's guests)

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 Quality Assurance 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: <ul style="list-style-type: none">- <i>Undergraduate Education</i>- <i>Post-graduate Student Education: Academic & Professional Tracks</i>- <i>Student Welfare</i> 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.
17.00 – 18.30	Meeting of Team in Team Room to formulate preliminary conclusions
20.00 – 22.00	Informal dinner with dean and dean's invitees and oral (informal) disclosure of preliminary results

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.*

amended July 2010