

**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

Below, you will find a suggestion for a combined Stage I - Stage II Standardized Visitation Schedule (6 stage I Team Members, 2 stage II 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 16.00 Arrival of Visiting Team Members (Stages 1 & 2)
17.00 – 17.30 complete Team meets with Dean and Liaison Officer
17.30 – 19.00 Initial Meeting of Team Members in Hotel with task assignments by chair and coordinator – the chair will be responsible for stage I, the coordinator is responsible for both teams (Stages 1 & 2)
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

Separation of Stage 1 and 2 Teams for rest of Visitation except for lunches, the Wednesday evening combined team meeting and Wednesday dinner

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 I and II 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 1 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 team I and II with alumni's (2 to 5 local veterinarians and/or representatives of professional organisations)
- 14.00 – 17.00 Usually visits to external clinical facilities and faculty farm(s)
- 17.30 Transfer to hotel
- 18.00 – 20.00 Combined meeting of Teams 1 & 2 in hotel meeting room.
- 20.30 - 23.00 Informal dinner for Teams 1 & 2 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 team alone (sandwiches)
- 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 of stage I by Chairperson to Rector/Dean and colleagues and oral presentation of preliminary stage II visitation results by coordinator.
- 12.00 Final Lunch (optional).
- 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 1 & 2 alone (sandwiches)
- 14.00 – 16.45 *Continuation of the* document review
- 17.00 – 20.00 Team meeting in hotel (and briefing with coordinator)
- 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 team 1 & 2 with alumni's (2 to 5 local veterinarians and/or representatives of professional organisations)
- 14.00 – 17:00 Revision of documents and conclusions reached after meetings with persons responsible for Quality Assurance (Stage 2)
- 18.00 – 20.00 Combined meeting of Stage 1 & 2 Teams in hotel meeting room.
- 20.30 – 23.00 Informal dinner with Teams alone (Stage 1 & 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.*

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