**Annex 12. Timetable and guidelines for the Preliminary Visitation**

*(as approved by the EAEVE Executive Committee on 2 December 2020)*

**INTRODUCTION**

This document is a standardised programme for a Preliminary Visitation.

The specific programme must be proposed by the Liaison Officer 1 month before the start of the Preliminary Visitation at the latest and is finalised in agreement with the Chairperson and the Coordinator.

**TIMETABLE**

**Day 1**

By 19.00: arrival of the Preliminary Visitation Team at the hotel

19.30-21.30: working dinner with the Establishment’s Head and Liaison Officer

**Day 2**

08.00: transfer to the Establishment Team Room
08.30- 09.00: meeting with the direction of the Establishment

09.00-13.00 and 14.00-17.00:

-) visit of the intra-mural facilities/departments/units by the Team with a very short introduction by the responsible person of each unit

-) visit in depth of some intra-mural facilities (e.g. the VTH);

-) virtual visit of the extra-mural facilities involved in the veterinary curriculum (clinics, dispensaries, teaching farms, slaughterhouses, ...) by a PowerPoint presentation with photos and/or videos in the presence of their respective responsible person

(strict timetable requested to avoid any delay)

13.00-14.00: informal lunch with Team alone

14.00-17.00: see above

17.00-19.00: Team work in the Team room

19.30-21.30: informal dinner

**Day 3**

08.00: transfer to the Establishment Team room

08.30–9.00: meeting with Academic Staff

09.00-9.30: meeting with graduates involved with the veterinary curriculum (interns, residents, assistants, PhD students)

9.30-10.00: meeting with Support Staff (technical, laboratory, administrative, nursing, IT)

10.00-10.30: meeting with undergraduate students (several students from each year/semester of the curriculum)

11.00-13.00 and 14.00-16.30: separate meetings (around 30 minutes each) with the relevant responsible persons for each ESEVT Standard, i.e. Organisation, Finances, Curriculum, Facilities, Animal Resources, Learning Resources, Students, Staff, Research and post-graduate programmes, Quality Assurance

(precise programme and name of attendees for each meeting to be finalised during the Day 1 dinner)

13.00-14.00: informal lunch with Team alone

14.00-16.30: see above

17.00-19.00: Team work in the Team room

19.00-19.30: exit presentation to the Establishment’s Head, Liaison Officer and invited guests

19.30-21.30: dinner with the Establishment’s Head, Liaison Officer and invited guests.

**Day 4**

Transfer of the Visitors to the airport/train station

**PS: Wi-Fi access, multiple electrical sockets, soft and hot drinks and a printed copy of the CSER, its annexes and the relevant ESEVT SOP must be available in the Team room**