Annex 7. Timetable and guidelines for the Visitation

*(as approved by the EAEVE Executive Committee on 29 May 2019)*

**INTRODUCTION**

This document is a standardised programme for a (full) Visitation.

The specific programme must be proposed by the Liaison Officer 2 months before the start of the Visitation at the latest and is finalised in agreement with the Chairperson and the Coordinator.

**TIMETABLE**

**Monday (Day 1)**

-) by 15.00 at the latest: arrival of the Visitors at the hotel

-) 16.00-18.00: Initial meeting of the Visitation Team (i.e. 8 persons called Team in this Annex) in the hotel Team room

-) 18.00-19.00: meeting with the Establishment’s Head and the Liaison Officer in the hotel Team room

-) 19.30-21.30: Dinner with the Establishment’s Head, Liaison Officer and representatives of Staff and Students as appointed and invited by the Establishment’s Head

**Tuesday (Day 2)**

07.30: transfer to the Establishment Team Room

08.00-08.30: settling in the Team Room with access to an Establishment IT-person   
08.30- 09.15: meeting with the management of the Establishment: presentation of the objectives of the Visitation by the Chairperson and presentation of the Establishment by its Head

09.30-12.30 and 13.30-16.45: visit of all the intra-mural facilities/departments/units by the complete Team with a very short introduction by the responsible person of each unit (strict timetable requested to avoid any delay) (a short coffee break is welcome in the middle of the morning and afternoon sessions)

12.30-13.30: informal lunch with Team alone

13.30-16.45: see above

17.00-19.00: Team work in the Establishment or hotel Team room

19.00: Informal dinner for the Team alone (in the hotel or within walking distance)

**Wednesday (Day 3)**

08.00: transfer to the Establishment Team room

08.30–12.00: by individual Visitors or by sub-groups of Visitors:

-) visit of the extra-mural facilities involved in the veterinary curriculum (clinics, dispensaries, teaching farms, slaughterhouses, ...);

-) visit in depth of selected intra-mural facilities (e.g. VTH and pre-clinical training facilities);

-) meeting with staff involved with QA.

(precise programme and name of attendees for each visit to be finalised during the Monday evening meeting)

12.00-13.00: informal lunch with Team alone

13.00-17.30: separate meetings with the relevant responsible persons for each ESEVT Standard, i.e.:

-) Standards 1 & 2: Organisation, QA and Finances (60 min)

-) Standard 3: Curriculum (60 min)

-) Standard 4: Facilities (30 min)

-) Standards 5 & 6: Animal Resources and Learning Resources (30 min)

-) Standards 7 & 8: Students (30 min)

-) Standard 9: Staff (30 min)

-) Standard 10: Research and post-graduate programmes (30 min)

(precise programme and name of attendees for each meeting to be finalised during the Monday evening meeting at the latest)

17.30-19.00: Team work in the Establishment or hotel Team room

19.30-21.30: dinner with the Establishment’s Head, Liaison Officer, Rector and relevant stakeholders.

**Thursday (Day 4)**

08.00: transfer to the Establishment Team room

08.30-09.30: meeting with Academic Staff

09.30-10.30: meeting with graduates involved with the veterinary curriculum (interns, residents, assistants, PhD students)

10.30-11.00: meeting with Support Staff (technical, laboratory, administrative, nursing, IT)

11.00-12.00: meeting with undergraduate students (several students from each year/semester of the curriculum, including students on eventual foreign language tracks)

12.00-12.45: open session in confidence for individuals (staff and students) in the Establishment Team Room

In the morning: final on-site visits by individual Visitors if necessary

13.00-14.00: lunch with alumni (i.e. local practitioners, employers of graduate students, representatives of professional organisations and stakeholders) who understand and speak basic English

14.00-18.30: Team work in the Establishment or hotel Team room

19.00: informal dinner for the Team alone (in the hotel or within walking distance)

**Friday (Day 5)**

08.00-09.30: Team work in the hotel Team room

9.30: transfer to the Establishment Team room

10.00-10.30: exit presentation to the management of the Establishment and representatives of staff and students (e.g. members of the Establishment’s Council)

From 11.00 at the earliest: transfer of the Visitors to the airport/train station

12.00: final lunch (optional)

**PS: Wi-Fi access, multiple (>10) electrical sockets, soft and hot drinks and a printed copy of the SER, its annexes and the relevant ESEVT SOP must be available upon arrival on Monday both at the hotel and in the Establishment Team rooms.**