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European Association of Establishments for Veterinary Education		Valid as of: 29.11.2017 Revision: 2

Original document (Revision 0)

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Name	CIQA	CIQA	ExCom
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Signature			

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3				
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The vision of EAEVE is to be the official accreditation authority for veterinary education establishments (VEEs) within Europe. The evaluation system gives assurance to the public, to the current and future students and to the VEE itself that the veterinary education at the VEE reaches pre-defined quality standards and that appropriate quality assurance (QA) mechanisms are implemented in order to maintain the level of training. Since the internal quality assurance of an accreditation agency is a precondition of trustworthy, reliable and transparent evaluation, EAEVE has a Committee on Internal Quality Assurance (CIQA). The main tasks of CIQA are monitoring the procedures of EAEVE from a QA point, giving suggestions for improvement and providing guidance on QA.

1. Rules of Composition

CIQA is composed of 5 members, who shall be elected by the EAEVE General Assembly (GA).

Candidates shall be nominated in compliance with the rules of preparing for the GA agenda. For this purpose, a call for nomination must be published on the EAEVE website. Each EAEVE member VEE, Executive Committee (ExCom), and CIQA are authorised to nominate eligible candidates in due time, and ExCom prepares the final list.


Candidate CIQA members must be qualified in QA (may also come from outside Veterinary Education), should be closely aligned with an accredited/approved VEE and should have passed at least two on-site EAEVE Visitations within the past five years. CIQA membership is not compatible with membership of ExCom or the European Committee of Veterinary Education (ECOVE).

CIQA members will nominate a Chairperson.

CIQA members are elected for 3 years, and mandates are linked to the date of the EAEVE GA. Re-election can take place once.

Names of CIQA members and their respective election periods are displayed on the EAEVE website.

In case of resignation of a CIQA member before expiry of the 3-year mandate, a new member will be appointed by ExCom. The mandate of the appointed member ends with the date of the second GA after his/her election. In case of complete renewal of CIQA, the GA can extend the mandates of two previous members of CIQA by one year in order to ensure continuity of CIQA's activities.

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2. Meetings of CIQA

Meetings can be either physical meetings, online meetings, or hybrid (both online and in-person) meetings.

The EAEVE President can join CIQA meetings if he/she deems necessary. He/she should inform the Chairperson about this decision at least 1 day before the CIQA meeting. The Director of ESEVT can be invited by the Chairperson to join CIQA meetings or part of them or can ask CIQA to do so.

Other experts can be audited on selected topics on occasion of CIQA meetings.


The staff of the EAEVE Office will act as Secretary of CIQA and will attend meetings ex officio without voting rights. The EAEVE Office is responsible for arranging meetings and writing the Minutes. The draft version of the meeting minutes will be distributed to CIQA members and should be approved via e-mail within three weeks. CIQA prepares an executive summary of items selected by the Chairperson with the help of the EAEVE Office, based on the minutes of their last meeting, and routinely sends it to ExCom immediately after the CIQA minutes are revised and approved by all members.

CIQA shall meet at least 2 times a year.

3. CIQA's main responsibilities

CIQA's main responsibility is to direct the development, implementation, revision and improvement of quality assurance issues in the European System of Evaluation of Veterinary Training (ESEVT) by means of:

- Looking for an equal application of the ESEVT system to all the members without any type of discrimination and to check potential conflicts of interest;
- Verifying if the application of no-conflict of interest mechanism is in accordance with Annex 15 of the SOP for ESEVT Experts and with the ECOVE Rules of Operation for ECOVE members;
- Verifying if the composition of the Visitation Teams is in accordance with Chapter 2, point 1.2. of the SOP;
- Reviewing effective management of and the reaction/action to the Post Visitation Questionnaires;

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- Performing a critical review on the development, results and persons involved in all steps of the annual evaluation processes, including the final decisions taken by the European Committee of Veterinary Education (ECOVE); the review should include as a minimum an evaluation of the procedures followed during the on-site Visitations, the composition and quality of the Final Visitation Reports and the QA feedback from VEEs and Team Members;
- Informing the ExCom, the Director of ESEVT and the EAEVE President about the outcomes of the meetings;
- Reviewing effective management of the ESEVT-related tasks carried out by the Office by checking that the procedures outlined in the ESEVT SOP are adhered to;
- Presenting to the EAEVE GA an annual report on the fulfilment of the policies and objectives of internal quality assessment and management and on the proposals and measures taken for improvement.

Recommendations and statements of CIQA are thoroughly discussed by the ExCom and at the GA of EAEVE. If the suggested improvements are approved, they are implemented by EAEVE.

4. Tasks and time frames

At any time, upon request by ExCom or on its own initiative, CIQA may propose recommendations to ExCom regarding QA issues, reflecting on EAEVE's current needs.

In addition, the permanent activities aim to monitor the procedures applied within EAEVE at all levels from a QA perspective. Fixed deadlines reflect regular meeting dates of other EAEVE bodies, including the GA:

a) EAEVE general activities

- *Feedback from General Assemblies for ExCom, for the organizing VEE and for the next GA: **June current year, or 30 days after obtaining the data***
- *Evaluation of EAEVE yearly activities of ExCom, Office, ECOVE, CIQA (self-evaluation): for ExCom*

b) ESEVT (for ExCom and the Director of the ESEVT)

- *Evaluation of teams' composition (passed visitations): **October current year***
- *Evaluation of feedback questionnaires: **October current year***
- *Evaluation of outcomes of ESEVT: **October current year***