



Guidelines and Timetable for Faculties - on-site visit application, pre- and post visit periods

These general guidelines apply for stage 1 as well as for stage 2 evaluations; for a detailed outline of procedures and fees involved, please refer to the pertinent sections of the Standard Operating Procedures and Annexes www.eaeve.org ; also, please note that only faculties “in good standing” (that is no outstanding membership fee) may submit applications for on-site visits.

Timetable:

1. Not less than **2 years** prior to the intended on-site visit contact the EAEVE office office@eaeve.org stating type of evaluation requested (stage 1, stage 2 or combined) as well as year and period of year desired;
2. You will be contacted by e-mail by the EAEVE office with proposals for possible dates and further details;
3. Once the date of the on-site visit has been agreed upon, the Faculty will receive an Evaluation/Visiting Agreement in writing which the Faculty is expected to return within one month of receipt;
4. Within two months of signing the Agreement, a deposit fee (see listing in the signed agreement) has to be received by the EAEVE by bank transfer.
5. At approximately **one year** prior to the visit, an expert team list will be prepared and a coordinator designated; around the same time, the Faculty should start working on the Self Evaluation Report (SER) as it may take a minimum of 10 months to generate and to edit such document;
6. At **6 months** prior to the visit, the bill for the full evaluation/visitation fee (the outstanding balance) will be sent out. The Faculty communicates the name of the Internal Liaison Officer and the completed team list will be sent to the Faculty (*please note that according to our SOP only the Internal Liaison*

Officer shall act as link between team and faculty. A so called “External Liaison Officer” or any person advising the faculty ahead of the on-site visit shall not participate or be present during the visit).

7. At **3 months** prior to the visit, the Faculty (Liaison Officer) should contact all team members and the coordinator, giving general instructions and information such as arrangements and recommendations for travel, payment and reservation options or preferences, airport distances from Faculty, nearby towns, where applicable, with distance from the Faculty, hotel arrangements and other local particularities;
8. At **2 months** prior to the visit, the SER should be distributed by the Faculty (best in form of a pdf file) on a CD or USB-stick to all team members, the coordinator and the EAEVE head office. In addition, two hard copies shall be sent to the EAEVE office. A time table of the on-site visit, containing organization of each visiting day on an hourly basis should be sent to the coordinator and the chair. Distribution of this documentation shall be done through the Liaison Officer. An e-mail contact should at this point be well established (and checked) between the Liaison Officer and the chair/coordinator of the team. Also, at **2 months** point in time the outstanding balance of the evaluation/visitation must have been transferred.
9. At **2 weeks prior to the visit**, the chair may contact the Dean asking for clarifications on any questions arisen from the SER. The Liaison Officer should contact each team member and coordinator, assuring effectuated travel arrangements, individual arrival times and giving information on airport transportation and hotel as well as indications in which room (in general at the hotel) and at what time the first team/dean/liaison officer meeting will take place on Monday.
10. On **the last day of the visit**, typically Friday late morning, the chair delivers an oral Exit Report to the faculty. At the discretion of the dean, this report may be given to a restricted circle or to the assembled faculty, including students. This report will contain all major strengths and deficiencies (if applicable); despite the preliminary nature of the spoken report it shall leave no doubt as to the proposed outcome of the visit. The Exit Report shall not be discussed and concludes the official part of the visit.
11. At approximately **one month after the visit**, the faculty will receive draft A of the visiting report. Factual corrections may be made and the report returned swiftly (within 2 weeks) to the EAEVE office. Please note that “factual corrections” mean “correction of any possible errors in facts and data – usually numbers, or single phrases – which may have slipped in by error in writing the report or by wrongly interpreting data of the SER. By no means are acceptable any corrections as to the meaning, the content or the conclusions of the report.

12. The final report (draft B) will be presented to ECOVE the latest 2 weeks prior to the next scheduled meeting (typically, ECOVE meetings take place twice a year). The chair of the visit will be present during the ECOVE meeting. **Please note that as of 1.1. 2011, faculty representatives are NOT expected to assist in person the delivery of the ECOVE decision.** ECOVE decisions are final and cannot be discussed. *(For appeal mechanisms please refer to the SOP)*. On the day of the ECOVE meeting, as soon as the evaluation outcome has been pronounced, the dean's office will receive an e-mail message, briefly confirming the acquired status.
13. Not later than **2 months after the ECOVE decision**, the final report, considering ECOVE modifications, if any, will be sent to the faculty along with an official letter summarizing the ECOVE decision. The faculty is expected to publish this report as well as the entire SER on the home page.
14. The **starting date of the evaluation status** acquired shall be the date of the ECOVE decision. That is, any approval–accreditation period is valid for 10 years from that date. In case of conditional approval –accreditation a maximum of 5 years from the date of the ECOVE decision is allowed for rectifying deficiencies and for executing a re-visitation. Dates for a re-visitation (team of 2 experts, largely checking on the previous major deficiencies) should be negotiated at least 8 months prior to a planned visit. In case the 5 year period expires, a full on-site visit, with evaluation of the entire faculty will be required.

GN December 2010