



Guide for the Chair of an EAEVE/FVE Visiting Team for Stage 1 Visitations

1) Identifying a Student Member

A Student Member will be on each Visiting Team. In general, the Chairperson will identify a suitable 4th or final year undergraduate or first year postgraduate student ("older" PhD students are not acceptable), who is willing and able to join the team. If this is impracticable for the Chairperson, another member of the team will be asked to find a suitable student member. Students will receive a compensation of €50 per day.

2) Chapter Assignment

The Chairperson should assign chapters according to the individual visitor's field of expertise; this should be done at the time when the SER is distributed; the following assignments are recommended:

BS=Basic Sciences; CS=Clinical Sciences; CP=Practitioner; AP=Animal Prod;
FH=Food Hygiene; ST=Student; CO=Coordinator

Chapters

1) Objectives	CO
2) Organization	CO/ST
3) Finance	CO/CHAIR
4) Curriculum	
4.1 General aspects	CHAIR
4.2 Basic subjects & sciences	BS
4.3 Animal production	AP
4.4 Clinical sciences	CS/CP
4.5 Food safety	FH
4.6 Electives etc	CS
5) Teaching	
5.1 Teaching methodology	BS/CS/ST
5.2 Examinations	AP/FH/ST
6) Physical facilities	
6.1 General	BS/AP
6.2 Clinical	CS/CP
7) Animals etc	CP/AP
8) Library	CO/ST
9) Admission	CHAIR/FH/ST
10) Staff	CS/AP

11) Cont.Educ	CP
12) Postgrad	BS/AP
11) Research	CS
Executive Summary	CO

This is just a suggestion. Please feel free to adjust to the best fit; also, please emphasise that everyone should thoroughly read the whole SER, giving opinions on all sections, while written evaluations are needed only in reference to assigned chapters.

3) Responsibilities for generating visitation report:

The chairperson is responsible for collecting all written contributions from each team member and assembling them in the correct order into the report template. This should be done during the visitation week; typically, from Wednesday on drafts of chapter contributions should become progressively available. By Thursday evening the team should have generated a written draft of the Exit Report. The chair will finalise the exit report for oral delivery to the faculty, programmed for Friday late morning. This report of usually 3 to 4 pages should list major strengths and ALL major deficiencies, ending (when applicable) with a clear statement as to the fact that “the team will suggest to ECOVE such and such major deficiencies (stage 1)” – or (if applicable) “will suggest approval” of the faculty. A copy of this Exit Report should be handed to the coordinator. The faculty shall NOT receive a copy of the Exit Report.

Corrections as to content and facts of the visitation report are responsibility of the chair. Once the draft is completed, the chair forwards the completed draft to the EAEVE head office and the coordinator. This should be done not later than 2 weeks after the visit. The draft will be formatted and completed by the office and the coordinator as well as an executive summary will be added by the coordinator. At the end of the third week after the visitation, the completed report will be circulated again to the team for last corrections and returned to the office not later than one month after the visit. The faculty will then receive this draft A for factual corrections. Draft A, once seen by the faculty, becomes draft B which constitutes the document forwarded to ECOVE.

The chair shall be available to ECOVE for discussing the visitation report and for answering any questions which may arise. Personal appearance in Vienna during the ECOVE meeting will generally not be required; instead, chair persons are expected to be available at preset times during the respective ECOVE session for being contacted via video-conference call. Chair persons are therefore invited to familiarize with the necessary prerequisites (Skype connection with video).

GN. June 2011