



GUIDELINES AND ON-SITE PROCEDURES FOR MEMBERS OF EAEVE EXPERT TEAMS

General aspects:

Team members and coordinator are all expected to stay at the same hotel, arriving there Monday afternoon at the hotel in time for the first meeting which is in general scheduled for 17:00. However, some cities may only be reached in time, if team members travel on Sunday; by the same token, if reaching home is not assured the day of departure (Friday afternoon), a Saturday departure will be necessary. In those cases, the visited faculty will pay for all expenses. However, when team members decide to stay any longer than the time necessary for travel and on-site visitation, expenses cannot be charged to the faculty.

Experts will generally travel without company as the team working hours are long and include times for lunch and dinner every day. Nevertheless, on occasion, an expert may decide to take a companion along. In such case, travel and accommodation fees have to be paid individually (e.g. difference between single and double hotel room). Also, in case the non-participating partner joins the group for dinners, appropriate arrangements shall be made with the faculty through the liaison officer ahead of time and on a case by case basis, taking into account that the faculty is hosting all dinners. Unless accompanying persons are not participating on any team event, the coordinator of the visit shall be informed prior to the visit, if a team member plans to be accompanied. This information will be used to coordinate between team members in order to keep the number of accompanying persons reasonably low, avoiding conflicts of interest and/or undue expenses for the hosting faculties.

As far as the dress code is concerned, in our experience, the dean and higher administrators of the visited faculty/university will usually be dressed as for any formal academic meeting. Team members should dress accordingly during the visit and during the more formal dinners with invited guests, especially on Thursday evenings. During the walk-through on Tuesdays and for visiting teaching farms and food processing plants, appropriate and informal clothing with comfortable walking shoes may be worn.

As the final report is usually delivered to the faculty on Friday late morning, all team members should make an effort to be present and leave for the airport around noon/early afternoon only.

For administrative purposes, reimbursement of expenses and the like, please let the liaison officer know your bank details (IBAN; BIC code) at the beginning of the visitation. In some countries, the bookkeeping department also needs your ID for processing the reimbursement - to save time, kindly bring a copy of your passport or other ID along.

The visit:

On Tuesdays, all team members should have at least a short look at all premises of the whole faculty; this will require strict adherence to the time table, discipline and a "Talk and Walk" attitude, as time often gets short. On Wednesdays, the experts will frequently split up to visit areas of expertise. Lunch breaks (usually in the team room) shall serve to exchange information within the group. Informal dinners on Tuesdays and Wednesdays (team alone) have the same purpose. On Mondays and Thursdays, dinners are usually arranged by the faculty and a varying number of officials usually participate. On those occasions, the chair (or coordinator) often is expected to deliver a short speech.

Generation of reports:

The objective of the group is to have a completed draft of all 13 chapters of the SER ready before departure. To accomplish this, it will be necessary that each expert arrives on-site with a framework of questions and remarks to the assigned chapters. Filling the report template progressively as the visit advances is strongly recommended. On Thursday afternoon, teams usually assemble to generate all together the exit report (2-3 pages) which the chair will deliver on Friday late morning. It is strongly recommended that in a joint effort, this speech is being completed by Thursday evening and only fine-tuned on Friday morning.

The exit report shall end with a clear statement as to the preliminary outcome of the visit; that is, *the recommendation of the team to ECOVE of "non-approval", "conditional approval" or "full approval" (accreditation)* should be spelled out. In general, the exit report will serve as template for the executive summary of the finalised report. Finalised reports shall be sent by the chair to the coordinator and the EAEVE office not later than one month after the visit. In the end, each team member is asked to fill a self-evaluation form (provided by the coordinator), which should be sent directly to the office@eaeve.org for internal quality management.

GN/UD February 2011