



Below, please find a standardized Schedule for a full Stage 1 on-site visit with 7 team members, that is: 5 experts, one student and the EAEVE Coordinator; this standard schedule shall be used as flexible guideline and timetable; the final schedule shall be mutually agreed upon prior to the visit.

Standardized EAEVE/FVE Visitation Schedule: Stage 1

Monday or Day 1

- Arr. by 16.30 Arrival of Team Members at the hotel
- 17.00 – 18:30 Initial Meeting of Team Members (alone) in the hotel meeting room
- 18.30 – 19.30 Team meets with Dean and Liaison Officer at the hotel
- 20.00 – 22.30 Dinner with Dean, Staff and Invited Guests (optional)

Tuesday or Day 2

- 08.00 Pick up from hotel, drive to Faculty and establish in Team Room
- 08.30 – 09.30 Introduction to Staff, brief outline of the Faculty by the Dean and objectives of the visitation by the Chairperson or Coordinator.
- 09.45 – 12.30 Visit of the Faculty campus by complete team with short introductions and explanations only.
- 12.45 – 13.45 Informal lunch with team alone (sandwiches)
- 14.00 – 16.45 Continuation of the Faculty campus visit by the complete team
- 17.00 – 20.00 Team meeting at Faculty team room or depart for meeting in hotel room.
- 20.30 – 23.00 Informal dinner for Team alone (in hotel or nearby).

Wednesday or Day 3

- 07.00 Normally, Food Hygienist is picked up for visit to slaughterhouse(s).
- 08.00 rest of team pick up from hotel, drive to Faculty and establish in Team Room.
- 08.30 – 12.30 Individual experts will visit the clinics/departments/hospitals/institutes and mobile clinic unit. Coordinator +/- Chairperson will usually meet with financial and administration managers and will also visit the library (with student member).
- 12.45 – 13.45 Informal lunch with team alone (sandwiches)
- 14.00 – 17.00 Visits to external clinical facilities and faculty farm(s)
- 17.30 Transfer to hotel, alternatively returning to faculty team room for team work
- 18.00 – 20.00 Meeting of Team in hotel meeting room or faculty team room (at the discretion of team and dependent on local facilities).

20.30 - 23.00 Informal dinner for Team alone.

Thursday or Day 4

08.00 Pick up from hotel, drive to Faculty and establish in Team Room.
08.30 – 09.40 Meeting with Senior Academic Staff (professors)
09.45 – 10.25 Meeting with Junior Academic Staff (assistant professors, residents, junior lecturers and researchers, interns, PhD students if under contract and if teaching)
10.30 – 11.10 Meeting with Support Staff (technical, laboratory, administrative, nursing staff)
11.15 – 11.55 Meeting with Students (all semesters, all students invited, including thesis students)
12.00 – 12.45 Open Session in confidence for Individuals in Team Room.
13.00 – 14.00 Informal lunch with alumni's (2 to 5 local veterinarians and/or representatives of professional organisations, stakeholders)
14.15 – 18.00 Final on-site visits by individual experts as necessary, work in Team Room.
18.15 Transport to hotel
20.00 – 23.00 Final Dinner with Rector/Dean/Staff/Students representatives.

Friday or Day 5

08.00 – 10.00 Team work in hotel on presentation to Rector/Dean and colleagues.
10.30 – 11.30 oral presentation of preliminary results by Chairperson to Rector/Dean and colleagues.
12.00 Final Lunch (optional).
Afternoon: Departure of Team Members.

Please remember that:

- 1) *Both the hotel and the Faculty Team room should offer all team members internet access, preferably Wi-Fi.*
- 2) *The Faculty team room needs to be equipped with a printer for the Coordinator's use.*

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