



For stage I approved faculties, please find below a suggestion of a stand-alone Standardized Schedule for a Stage II Visitation (2 Team Members + coordinator) which can be used as a flexible guideline.

Standardized EAEVE/FVE Visitation Schedule: Stage 2

Monday or Day 1

- Arr. by 15.00 Arrival of Visiting Team Members
15.00 – 17.00 Initial meeting of team members in hotel, introduction, exchange of opinions, impressions based on SER
17.00 – 17.30 Team meets with Dean (and Liaison Officer)
17.30 – 19.00 Meeting of Team Members in hotel: distribution of responsibilities
20.00 – 23.00 optional Dinner with Dean, Staff (and dean's guests)

Tuesday or Day 2

- 08.00 - 08.30 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 previously defined institutions on campus, review of documents supplied in Team Room
12.45 – 13.45 Informal lunch with team alone (sandwiches)
14.00 – 16.45 *Continuation of the* document review
17.00 – 20.00 Team meeting in hotel
20.30 – 23.00 Informal dinner with persons responsible for Quality Assurance from University, Faculty and or local Quality Assurance Authority.

Wednesday or Day 3

- 08.00 – 08.30 Pick up from hotel, drive to Faculty and establish in Team Room.
08.30 – 11.00 In order to make a Quality Assurance Assessment, meet **Staff and Students** responsible for Quality Assurance of: - *Undergraduate Education*
- *Post-graduate Student Education: Academic & Professional Tracks*
- *Student Welfare*
Meet **Staff and Students** responsible for the quality assessment of Teaching Staff, Learning Opportunities, the Veterinary Training Programme as well as Clinics, Laboratories and Farm. (Stage 2)
11.00 – 12.45 Continuation of the Quality Assurance and Transparency assessment by meeting **Staff and Students** involved in the Quality Assurance of Continuing Education, Research, International Contacts and Development as well as the Cooperation with Stakeholders. (Stage 2)

- 12.45 – 13.45 Informal lunch with team alone (sandwiches)
14.00 – 16.45 Revision of documents and conclusions reached after meetings with persons responsible for Quality Assurance.
17.00 – 18.30 Meeting of Team in Team Room to formulate preliminary conclusions
20.00 – 22.00 Informal dinner with dean and dean's invitees and oral (informal) disclosure of preliminary results

Thursday or Day 4

Team Departure.

Please remember that:

1) Both the hotel and the Faculty Team room should offer all team members internet access preferably Wi-Fi.

2) If at all possible, there should be internet access in the hotel rooms of the Team, since experts like to work late.

amended July 2010