



**European System of Evaluation
of Veterinary Training
(ESEVT)**

Manual of Standard Operating Procedure

**EUROPEAN ASSOCIATION OF ESTABLISHMENTS
FOR VETERINARY EDUCATION
(EAEVE)**

**FEDERATION OF VETERINARIANS
OF EUROPE
(FVE)**

Annex 7. Timetable and guidelines for the Visitation

(as approved by the EAEVE Executive Committee on 11 May 2016)

INTRODUCTION

This document is a standardised programme for a (full) Visitation.

The specific programme must be proposed by the Liaison Officer 2 months before the start of the Visitation at the latest and is finalised in agreement with the Chairperson and the Coordinator.

TIMETABLE

Monday (Day 1)

-) by 15.00 at the latest: arrival of the Visitors at the hotel
-) 16.00-18.00: Initial meeting of the Visitation Team (i.e. 8 persons called Team in this annex) in the hotel Team room:
-) 18.00-19.00: meeting with the Establishment's Head and the Liaison Officer in the hotel Team room
-) 19.30-21.30: Dinner with the Establishment's Head, Liaison Officer and representatives of Staff and Students as appointed by the Establishment's Head

Tuesday (Day 2)

- 08.00: transfer to the Establishment Team Room
- 08.30- 09.15: meeting with the direction of the Establishment : presentation of the objectives of the Visitation by the Chairperson and presentation of the Establishment by its Head
- 09.30-12.30 and 13.30-16.45: visit of all the intra-mural facilities/departments/units by the complete Team with a very short introduction by the responsible person of each unit (strict timetable requested to avoid any delay)
- 12.30-13.30: informal lunch with Team alone
- 13.30-16.45: see above
- 17.00-19.00: Team work in the Establishment or hotel Team room
- 19.00: Informal dinner for the Team alone (in hotel or nearby)

Wednesday (Day 3)

- 08.00: transfer to the Establishment Team room
- 08.30–12.30 and 13.30-17.00: by individual Visitors or by sub-groups of Visitors:
 -) visit of the extra-mural facilities involved in the veterinary curriculum (clinics, dispensaries, teaching farms, slaughterhouses, ..);
 -) visit in depth of selected intra-mural facilities (e.g. the VTH);
 -) separate meetings with the relevant responsible persons for each ESEVT Standard, i.e. Organisation, Finances, Curriculum, Facilities, Animal Resources, Learning Resources, Students, Staff, Research and post-graduate programmes, Quality Assurance (precise programme and name of attendees for each visit/meeting to be finalised during the Monday evening meeting)
- 12.30-13.30: informal lunch with Team alone
- 13.30-17.00: see above
- 17.00-19.00: Team work in the Establishment or hotel Team room
- 19.30-21.30: dinner with the Establishment's Head, Liaison Officer, Rector and invited guests.

Thursday (Day 4)

- 08.00: transfer to the Establishment Team room

08.30-09.30: meeting with Academic Staff

09.30-10.30: meeting with graduates involved with the veterinary curriculum (interns, residents, assistants, PhD students)

10.30-11.00: meeting with Support Staff (technical, laboratory, administrative, nursing, IT)

11.00-12.00: meeting with undergraduate students (several students from each year/semester of the curriculum, including students on eventual foreign language tracks)

12.00-12.45: open session in confidence for individuals (staff and students) in the Establishment Team Room

In the morning: final on-site visits by individual Visitors if necessary

13.00-14.00: lunch with alumni's (i.e. local practitioners, employers of graduate students, representatives of professional organisations and stakeholders) who understand and speak basic English

14.00-18.30: Team work in the Establishment or hotel Team room

19.00: informal dinner for the Team alone (in hotel or nearby)

Friday (Day 5)

08.00-9.30: Team work in the hotel Team room

9.30: transfer to the Establishment Team room

10.00-10.30: exit presentation to the management of the Establishment and representatives of staff and students (e.g. members of the Establishment's Council)

From 11.00 at the earliest: transfer of the Visitors to the airport/train station

12.00: final lunch (optional)

PS: Wi-Fi access, a printer, multiple (>10) electrical sockets, soft and hot drinks and a printed copy of the SER, its annexes and the relevant ESEVT SOP must be available in both the hotel and the Establishment Team rooms