Annex 10. Timetable and guidelines for the Re-visitation

*(as approved by the EAEVE Executive Committee on 29 May 2019 )*

**INTRODUCTION**

This document is a standardised programme for the Re-visitation. ECOVE may decide to adapt the duration of the Re-visitation (e.g. plus/minus ½ day) on the basis of the number and complexity of the Deficiencies identified after the (full) Visitation.

The specific programme must be proposed by the Liaison Officer 1 month before the start of the Re-visitation at the latest and is finalised in agreement with the Chairperson and the Coordinator.

**TIMETABLE**

**Day 1**

By 19.00 at the latest: arrival of the Visitors (the Team) at the hotel

19.30-21.30: working dinner with the VEE’s Head and Liaison Officer in the hotel or nearby

**Day 2**

08.00: transfer to the VEE Team room

08.30–13.00: for each Major Deficiency, visit of the relevant facilities, consultation of the relevant databases and meeting with the relevant people

13.00-14.00: informal lunch with Team alone

14.00-16.30: evaluation if the Minor Deficiencies have been corrected or if an ongoing process to correct them is in place.

17.00-19.00: Team work in the Team room

19.30-21.30: informal dinner

**Day 3**

08.00: transfer to the VEE

Around 8.30: exit presentation to the VEE’s Head, Liaison Officer and representatives of staff and students (e.g. members of the VEE’s Council)

From the end of the exit presentation at the earliest: transfer of the Visitors to the airport/train station

**PS: Wi-Fi access, multiple electrical sockets, soft drinks and one printed copy of the RSER, its annexes and the relevant ESEVT SOP must be available upon arrival on Monday in the Team room.**