Annex 10. Timetable and guidelines for the Re-visitation

*(as approved by the EAEVE Executive Committee on 7 June 2023)*

**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 one 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 to the relevant facilities, consultation of the relevant databases and meeting with the relevant people

13.00-14.00: informal lunch for the 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

19.00: Exit Presentation to the VEE’s Head, Liaison Officer and representatives of staff and students (e.g. members of the VEE’s Council)

19.30-21.30: informal dinner

**Day 3**

Transfer of the Visitors to the airport/train station

**Note: Wi-Fi access, multiple electrical sockets (including adapters when necessary), soft drinks and one printed copy of the RSER, its Appendices and the relevant ESEVT SOP must be available upon arrival on Day 1 in the Team room.**