Annex 9. Template and guidelines for the writing of the Re-visitation SER (RSER)

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

***Forewords (to be read before the writing of the RSER)***

*The RSER must provide factual and accurate information* ***providing evidence that the Major Deficiencies identified during the Full Visitation have been corrected and that an ongoing process to correct the Minor Deficiencies is in place****.*

*Two months before the Re-visitation at the latest, the RSER and its Appendices (in both PDF and Word format) must be sent by the VEE to all members of the Re-visitation Team and to the EAEVE Office by e-mail, and it is up to the Visitors to decide if they would like to receive a hard copy of the document in addition to the e-copy (it is the duty of the Liaison Officer to enquire about the Visitors’ preference in this respect before the RSER due date). The EAEVE Office does not need to receive a hard copy of the RSER.*

*The RSER must be concise,* ***written in Times New Roman font, size 12, single spacing,*** *complete, accurate and written in English in agreement with this template. All Deficiencies must be addressed with Factual Information and, if necessary, with Comments and Suggestions. Updated ESEVT Indicators must also be provided (both sheets of the Excel table).*

***The texts in italics in this template must be deleted in the final version of the RSER.***

*The RSER and the Re-visitation Report, which are considered confidential until the final decision of ECOVE, are eventually published on the websites of the VEE, EAEVE and DEQAR.*

**Contents of the RSER**

Introduction

1. Correction of Major Deficiencies

2. Correction of Minor Deficiencies

3. ESEVT Indicators

**Introduction**

*Brief summary of the conclusions from the previous Full Visitation and of the commitment of the VEE to correct the Deficiencies and to become fully compliant with the ESEVT Standards.*

**1. Correction of Major Deficiencies**

1.1. Major Deficiency 1: ….

1.1.1. Factual information

1.1.2. Comments

1.2. Major Deficiency 2: ….

1.2.1. Factual information

1.2.2. Comments

…

**2. Correction of Minor Deficiencies**

2.1. Minor Deficiency 1: ….

2.1.1. Factual information

2.1.2. Comments

2.1.3. Suggestions for improvement

2.2. Minor Deficiency 2: ….

2.2.1. Factual information

2.2.2. Comments

2.2.3. Suggestions for improvement

…

**3. ESEVT Indicators**

3.1. Factual information (*Updated data based on the last three academic years)*

3.2. Comments

3.3. Suggestions for improvement