

ESEVT Expert Application and Acceptance Procedure

- 1.** A candidate willing to apply as ESEVT Expert must submit to the EAEVE Office:
 -) a fully completed Application Form (see below) (maximum 5 pages)
 -) a letter of motivation (maximum 1 page)
 -) a letter of recommendation from the Veterinary Education Establishment's (VEE) Head (or, for practitioners, from the Board of the Federation of Veterinarians of Europe /FVE/) (maximum 1 page)
- 2.** The EAEVE Office requests advisory opinion from the ESEVT Coordinators' Group.
- 3.** Decision of acceptance of the candidate Expert is made by the Director of ESEVT, and is endorsed by the President of EAEVE.
- 4.** If the decision is positive, an invitation is sent to the candidate to follow the E-learning course for ESEVT Experts.
- 5.** Upon completing the E-learning course, the candidate is invited to participate as a new Expert in an ESEVT Full Visitation under the mentoring of the Coordinator of the Full Visitation.
- 6.** Upon receiving a positive appraisal from the Coordinator and the Chairperson of the Full Visitation after a debriefing between the Coordinator, the Chairperson and the candidate Expert, the candidate is formally included in the list of ESEVT Experts.
- 7.** In order to keep them informed of changes within the ESEVT Standard Operating Procedure (SOP) and as part of their continuing education, the ESEVT Experts are invited to participate in annual webinars with the Director of ESEVT, during which any major changes and updates in the SOP are explained.

Preamble to the ESEVT Expert Application Form

Dear Colleague/Candidate Expert,

The European System of Evaluation of Veterinary Training (ESEVT) has a vital mission: to ensure that the qualifications delivered by Veterinary Education Establishments (VEEs) meet the requirements of the relevant European Union (EU) Directives and align with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).

At the heart of this mission are the experts. Without them, the process would not be possible.

Serving as an ESEVT Expert offers a unique opportunity to contribute directly to the quality and future of veterinary education in Europe. Experts are selected for their qualifications, competences, and experience in specific fields of veterinary education or practice. They are expected to master the standards defined in the ESEVT [Standard Operating Procedure](#) (SOP), demonstrate the competences outlined in the [Visitor Competency Framework](#), and act with integrity in line with the EAEVE [Code of Conduct](#). As English is the working language of ESEVT visitations, experts must have adequate proficiency in written and spoken English.

It is essential to stress that experts are not evaluating by comparison with their own institutions. Their role is to assess objectively against the agreed ESEVT standards, ensuring fairness and consistency. Likewise, an ESEVT visitation is not an examination, but a structured opportunity for each VEE to improve by building on shared recommendations and good practices.

As described in the [Expert Application Procedure](#) applications must be supported by a recommendation from the Head of a VEE (or, for practitioners, from the Board of the Federation of Veterinarians of Europe /FVE/). This endorsement confirms the candidate's active and current link to a VEE or to veterinary practice.

Typically, experts are invited to take part in one visitation per year, with notification sent at least six months in advance. The responsibilities and expectations for each visitation are clearly detailed in the SOP. All experts are required to declare that they have no conflict of interest before each visitation. The visitation takes five working days plus the travel time. The pre- and post-visitation duties may require about another week's working hours. Experts are not paid. The costs of the visitation are covered by the accredited VEE. However, it must be negotiated if the working time spent on report writing and the visitation are accepted as part of the experts' job by their employers.

To ensure success in this role, new experts receive structured preparation and ongoing support. Initial training is provided through an e-learning programme, followed by continuous professional development organised by EAEVE. During their first visitations, new experts are mentored by experienced Coordinators, Chairpersons, and senior colleagues. After the first

one or two visitations, the Coordinator and the Chairperson, together with the expert, assess whether the expert is ready and suitable for future visitations.

Beyond their formal duties, experts also play a strategic role in shaping the future of veterinary education. They provide feedback to EAEVE after each visitation, raise relevant issues to EAEVE committees and working groups, and contribute to the continuous improvement of the standards and the evaluation process itself.

Participation as an expert is not only an honour but also an exceptional professional development opportunity. Experts and their institutions gain:

- International experience through collaboration with colleagues from diverse VEEs and cultural backgrounds;
- Benchmarking insights and exposure to best practices that can be applied to their own institution or practice;
- Enhanced expertise through in-depth familiarity with accreditation standards and procedures;
- Professional recognition within the European veterinary education community;
- Personal fulfilment from contributing to the advancement of veterinary training and working in a dynamic, collaborative environment.
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In addition, the ESEVT Visitation is a programme accredited by the European Association for Higher Education Advancement (EAHEA). Upon completing the required 50 hours, ESEVT Experts become eligible to receive 2 ECTS credits in the field of vocational courses. All participating ESEVT Experts are issued a certificate, further highlighting the professional value of engaging in the ESEVT.

Becoming an ESEVT Expert means joining a community of committed professionals who share the responsibility of ensuring excellence in veterinary education across Europe. It is challenging, rewarding, and impactful, both for the individual expert and for the profession as a whole.

by CIQA on 26.09.2025

Appendix 1: ESEVT Expert Application Form

Details:

Last Name:

First name(s):

Academic Title:

Nationality:

Gender:

Date & place of birth:

Private address:

Professional address:

Phone:

Mobile:

E-mail:

Description of Qualifications, Institutions where and Dates on which they were obtained:

Present Professional Position:

Previous Professional Posts of Interest:

Where appropriate, publications during the past 5 years in the area of research, clinical sciences and/or education (please give up to 5 of the most relevant publications):

Major national and/or international Veterinary Associations to which you belong:

Major international and national veterinary meetings attended during the past 5 years (please give up to 5 of the most relevant, with dates):

Competences as a visitor:

a) Please indicate your broad field(s) of competence:

- Basic Sciences
- Clinical Sciences in companion animals (including Equine and exotic pets)
- Clinical Sciences in food-producing animals (including Animal Production and Herd Health Management)
- Veterinary Public Health (including Food Safety and Quality)
- Quality Assurance

b) Please indicate your particular (more specialised) field(s) of competence:

Previous experience as expert of on-site visitations or similar activities:

Other Skills

a) Knowledge of English:

Reading ability: rate on a scale from 1(fair) to 5 (native language)

Speaking ability: rate on a scale from 1(fair) to 5 (native language)

Writing ability: rate on a scale from 1(fair) to 5 (native language)

b) Knowledge of other languages:

c) Computer skills:

Other relevant information:

Date:

Appendix 2: Evaluation of a new Expert by the Coordinator and the Chairperson

Name of the new Expert:

Name of the Coordinator and the Chairperson providing the guidance and supervision:

Please rate each statement from 1 (fully agree) to 5 (fully disagree).

1. The Expert is well aware of the latest:

-) ESEVT SOP:
-) EAEVE Code of conduct:
-) EAEVE objectives:

2. The Expert has the requested experience in his/her field of expertise:

3. The Expert has acquired the Expert core competences on:

-) professional ethics:
-) team management:
-) SOP implementation:
-) quality assurance:
-) communication:
-) persuasion and collaboration:
-) critical thinking:
-) audit delivery:

4. In conclusion, the Expert has the competences requested to be an ESEVT Expert:

Tracking system

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	Prepared by:	Reviewed by:	Approved by:
Name:	Pierre Lekeux and Coordinators' Group		ExCom
Date:	April 2016		11/05/2016

Revision Nr.	Prepared by:	Date:	Approved by:	Date:
1	Pierre Lekeux and Coordinators' Group	Between June 2018 and January 2019	ExCom	31/01/2019
2	Pierre Lekeux and Coordinators' Group	September 2022	ExCom	18/10/2022
3	CIQA	September – November 2025	ExCom	10/12/2025
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