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 Establishment’s Head (or, for practitioners, from the FVE Board) (maximum 1 page)

2. The EAEVE Office requests advisory opinion from the ESEVT Coordinators’ Group.

3. Final decision of acceptance is made by the President of EAEVE and the Director of ESEVT.

4. If positive, an invitation is sent to the candidate to follow the E-learning course for ESEVT Experts.

5. Upon completing this E-learning course, the candidate is invited to participate as a new Expert within a (full) ESEVT Visitation under the guidance and supervision of the Coordinator.

6. Upon receiving a positive appraisal from the Coordinator, the candidate is formally included in the list of ESEVT Experts.

7. In order to keep themselves informed of changes within the ESEVT SOP, the ESEVT Experts are regularly invited to complete an upgraded E-learning exercise.
Appendix 1: ESEVT Expert Application Form

Details:
   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 Heard Health Management)
      • Food Safety and Quality (including Veterinary Public Health)
      • 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

Name of the new Expert:

Name of the Coordinator 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

**ESEVT Expert Application and Acceptance Procedure**

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<th>Reviewed by:</th>
<th>Approved by:</th>
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