

## **Procedure on how to handle Interim Reports**

### **Purpose**

The aim of introducing the procedure is to harmonise the collection and revision of Interim Reports (IR) submitted by the Establishments.

### **General Rule**

In accordance with Chapter 2 Point 4 of the SOP 2016, 3,5 years after the (full) Visitation, all Establishments that are members of EAEVE must send a concise IR to the EAEVE Office. It is compulsory for EAEVE members, as stated in the EAEVE statutes.

Those Establishments that have not yet signed an Evaluation Agreement based on the SOP 2016 must submit the IR 3,5 years before the next (full) Visitation, in line with Annex 17 of the SOP 2016.

### **Content of the Interim Report**

The IR must be completed in agreement with the template and guidance provided in Annex 14 of the SOP 2016 and must include:

- ) the name and details of the current Establishment's Head;
- ) any major changes in each ESEVT Standard since the previous SER;
- ) progress in the correction of Major Deficiencies (non compliance with ESEVT SOP) and of Minor Deficiencies (partial compliance with ESEVT SOP) and plans for the near future;
- ) the expected date of the next evaluation and the type of Visitation (Consultative Visitation, Visitation or Re-visitation);
- ) the updated Excel table with Indicators.

### **Procedure**

The IR must be sent to the EAEVE Office via email. An ESEVT Coordinator, designated by ECOVE, reviews the IR and notes major changes or concerns to the Chairperson of ECOVE, using the annexed appendix. The IR and its review are then sent by the EAEVE Office to ECOVE for consideration during its next meeting.

The Review of the IR as amended by ECOVE is sent to the Establishment by the EAEVE Office. In case of lack of IR or evidences in the IR of the occurrence of potential major issues, ECOVE may send a warning to the Establishment through the EAEVE Office.



## **Appendix 1: Template review of the Interim Report (maximum 2 pages)**

*(as approved by the EAEVE Executive Committee on 30/05/2018?)*

**Name and location of the Establishment:**

**Name of the Coordinator reviewing the Interim Report (IR):**

**Date of the review:**

**1. Overall analysis: Is the IR written in agreement with the SOP?**

**2. Major changes since the previous SER: Could these changes significantly affect compliance to the ESEVT Standards?**

**3. Progress in the correction of Deficiencies: Have the Deficiencies (both major and minor ones) identified during the previous Visitation been corrected? If not, is there a plan and a timeframe to do so?**

**4. ESEVT Indicators: Are some Indicators below the current minimum value and could it significantly affect compliance to the ESEVT Standards?**

**5. Any other comments or suggestions to ECOVE:**

**Tracking system**

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