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

*(as approved by the EAEVE Executive Committee on 11 May 2016)*

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

*The RSER, which must be sent to the EAEVE Office at the same time as the request for Re-visitation, must provide factual and accurate information* ***providing evidence that the Major Deficiencies identified during the Visitation have been corrected and that an on-going process is in place in order to correct the Minor Deficiencies****.*

*Not less than 2 months before the Re-visitation, the RSER is also sent by the Establishment to all members of the Re-visitation Team, both by post-mail (hard copy) and by e-mail (electronic version in Word format).*

*The RSER must be concise complete, accurate and written in English (UK) in agreement with this ESEVT template. All Deficiencies must be addressed with Factual Information and, if necessary, with Comments and Suggestions. Updated ESEVT Indicators must also be provided.*

***The texts in italic in this template must be deleted in the final copy 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 Establishment and EAEVE websites.*

**Contents of the RSER**

Introduction

1. Correction of the Major Deficiencies

2. Correction of the Minor Deficiencies

3. ESEVT Indicators

Introduction

*Brief summary of the conclusions of the previous Visitation and of the commitment of the Establishment to correct the Deficiencies and to become fully compliant with the ESEVT Standards*

1. Correction of the 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

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**2. Correction of the Minor Deficiencies**

2.1. Minor Deficiency 1: ….

2.1.1. Factual information

2.1.2. Comments

2.1.3. Suggestions of improvement

2.2. Minor Deficiency 2: ….

2.2.1. Factual information

2.2.2. Comments

2.2.3. Suggestions of improvement

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**3. ESEVT Indicators**

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

3.2. Comments

3.3. Suggestions of improvement