**Annex 13. Template and guidelines for the writing of the Preliminary Visitation Report**

*(as approved by the EAEVE Executive Committee on 2 December 2020)*



**PRELIMINARY VISITATION REPORT**

**To** *(official name and location of the Establishment)*

**On** *(date of Preliminary Visitation)*

**By the Preliminary Visitation Team:**

*(First name, name, city, country): Chairperson*

*(First name, name, city, country): ESEVT Coordinator*

***Forewords (to be read by each Visitor before the writing of the Preliminary Visitation Report)***

*The Preliminary Visitation Report must be written in agreement with the ESEVT SOP (see Chapter 2, paragraph 3.6).*

***2.5 weeks before the Preliminary Visitation at the latest****, each Visitor must have read the full PSER. Questions to be asked are sent to the Establishment before the start of the Preliminary Visitation in order to allow the Liaison Officer sufficient time to collect the required data.*

*Files must be written in plain English in Times New Roman, size 12, single spaced. Chapters must be concise and mainly focused on potential deficiencies.*

*The Preliminary Visitation Report must be much shorter than a Full Visitation Report with a maximum of 20 pages and should be written to answer the following questions:*

*-) Is the Establishment fully aware of the ESEVT SOP in general and the accreditation Substandards in particular?*

*-) Is there an ongoing process in place to achieve compliance with these Substandards ?*

*-) Is the Establishment sufficiently informed, organised and equipped for undergoing a (Full) Visitation within a 3-year period ?*

*-) What are the areas of concern about the compliance of the Establishment with ESEVT Substandards?*

*If some indicators are out of range, it is expected from the Visitors to assess if it affects the quality of the education and the compliance of the Establishment with the SOP.*

*The Preliminary Visitation Report must be initiated before the start of the Preliminary Visitation, completed and amended during it, finalised not later than two weeks after it, corrected for factual errors by the Establishment not later than two weeks after it and finally proofread by the Coordinator and the EAEVE Office.*

*The texts in italic in this template must be deleted in the final copy of the Preliminary Visitation Report.*

**Contents of the Preliminary Visitation Report**

Introduction

1. Objectives, Organisation and QA Policy

2. Finances

3. Curriculum

4. Facilities and equipment

5. Animal resources and teaching material of animal origin

6. Learning resources

7. Student admission, progression and welfare

8. Student assessment

9. Academic and support staff

10. Research programmes, continuing and postgraduate education

11. ESEVT Indicators

12. Conclusions

**Introduction**

*Brief history of the Establishment*

*Main features of the Establishment*

**1**. **Objectives, Organisation and QA Policy**

**1.1. Findings**

**1.2. Comments**

**1.3. Suggestions for improvement**

**2. Finances**

**2.1. Findings**

**2.2. Comments**

**2.3. Suggestions for improvement**

**3. Curriculum**

**3.1.** **General curriculum**

**3.1.1. Findings**

**3.1.2. Comments**

**3.1.3. Suggestions for improvement**

**3.2.** **Specific curriculum**

**3.2.1. Findings**

Basic sciences

Clinical Sciences in companion animals (including equine and exotic pets)

Clinical Sciences in food-producing animals (including Animal production)

Food Safety and Quality

Professional knowledge

**3.2.2. Comments**

Basic sciences

Clinical Sciences in companion animals (including equine and exotic pets)

Clinical Sciences in food-producing animals (including Animal production)

Food Safety and Quality

Professional knowledge

**3.2.3. Suggestions for improvement**

**3.3.** **External Practical training**

**3.3.1. Findings**

**3.3.2. Comments**

**3.3.3. Suggestions for improvement**

**4. Facilities and equipment**

**4.1. Findings**

**4.2. Comments**

**4.3 Suggestions for improvement**

**5. Animal resources and teaching material of animal origin**

**5.1. Findings**

**5.2. Comments**

**5.3. Suggestions for improvement**

**6. Learning resources**

**6.1. Findings**

**6.2. Comments**

**6.3. Suggestions for improvement**

**7. Student admission, progression and welfare**

**7.1. Findings**

**7.2. Comments**

**7.3. Suggestions for improvement**

**8. Student assessment**

**8.1. Findings**

**8.2. Comments**

**8.3. Suggestions for improvement**

**9. Academic and support staff**

**9.1. Findings**

**9.2. Comments**

**9.3. Suggestions for improvement**

**10. Research programmes, continuing and postgraduate education**

**10.1. Findings**

**10.2. Comments**

**10.3. Suggestions for improvement**

**11. ESEVT Indicators**

**11.1. Findings**

**11.2. Comments**

**11.3. Suggestions for improvement**

**12. Conclusions**

-) Is the Establishment fully aware of the ESEVT SOP in general and the accreditation Substandards in particular?

-) Is there an ongoing process in place to achieve compliance with these Substandards ?

-) Is the VEE sufficiently informed, organised and equipped for undergoing a (Full) Visitation within a 3-year period ?

-) What are the areas of concern about the compliance of the Establishment with ESEVT Substandards?