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

*(as approved by the EAEVE Executive Committee on 29 May 2019)*

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

*The RSER must provide factual and accurate information* ***providing evidence that the Major Deficiencies identified during the Visitation have been corrected and that an ongoing process to correct the Minor Deficiencies is in place****.*

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

*The RSER must be concise,* ***written in Times New Roman font, size 12, single spacing,*** *complete, accurate and written in English 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 Major Deficiencies**

**2. Correction of Minor Deficiencies**

**3. ESEVT Visitations**

**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 Substandards*

**1. Correction of 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 Minor Deficiencies**

2.1. Minor Deficiency 1: ….

2.1.1. Factual information

2.1.2. Comments

2.1.3. Suggestions for improvement

2.2. Minor Deficiency 2: ….

2.2.1. Factual information

2.2.2. Comments

2.2.3. Suggestions for 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 for improvement