Annex 11. Template and guidelines for the writing of the Re-visitation Report

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



**RE-VISITATION REPORT**

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

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

**By the Re-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 Re-visitation Report)***

*The Re-visitation Report must be written in agreement with the ESEVT SOP (see Chapter 2, paragraph 2.5). The version of the SOP used to write the Re-visitation Report must coincide with the version the VEE followed when preparing its SER, as stated in the official Visitation agreement.*

***2.5 weeks before the Re-visitation at the latest****, each Visitor must have read the RSER. If appropriate, questions to be asked to the VEE are sent to the Liaison Officer before the start of the Re-visitation.*

*The Re-visitation Team is responsible for making an independent assessment and proposing an unambiguous statement on whether the Major Deficiencies identified during the previous Visitation have been fully corrected, whether an ongoing process to correct the Minor Deficiencies is in place, and whether the VEE is now fully compliant with the ESEVT Standards.*

*Files must be written in UK English. Chapters should be consolidated but concise.*

*The Draft A must be completed immediately after the end of the Re-visitation and sent to the EAEVE Office.*

*The texts in italic in this template must be deleted in the final copy of the Re-visitation Report.*

**Contents of the Re-visitation Report**

Introduction

1. Correction of the Major Deficiencies

2. Correction of the Minor Deficiencies

3. ESEVT Indicators

4. Conclusions

**Introduction**

*Brief summary of the conclusions of the previous Visitation, about the RSER and about the Re-visitation*

1. Correction of the Major Deficiencies

1.1. Major Deficiency 1: ... *(to be completed)*

1.1.1. Findings

1.1.2. Comments

1.1.3. Suggestions

1.1.4. Decision of the Visitation Team *(whether Major Deficiency 1 has been fully corrected or not)*

1.2. Major Deficiency 2: ... *(to be completed)*

1.2.1. Findings

1.2.2. Comments

1.2.3. Suggestions

1.2.4. Decision of the Visitation Team *(whether Major Deficiency 2 has been fully corrected or not)*

…

**2. Correction of the Minor Deficiencies**

2.1. Minor Deficiency 1: ... *(to be completed)*

2.1.1. Findings

2.1.2. Comments

2.1.3. Suggestions

2.2. Minor Deficiency 2: ... *(to be completed)*

2.2.1. Findings

2.2.2. Comments

2.2.3. Suggestions

…

**3. ESEVT Indicators**

3.1. Findings

3.2. Comments

3.3. Suggestions

**4. Conclusions** *(recommendations to ECOVE, i.e. Accreditation if all Major Deficiencies have been fully corrected or Non-Accreditation if all Major Deficiencies have not been fully corrected)*