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

*(as approved by the EAEVE Executive Committee on 7 June 2023)*



**PRELIMINARY VISITATION REPORT**

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

**On** *(date of the 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).*

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

*The Preliminary Visitation Report must be written in UK English in Times New Roman font, size 12, single spacing, and it 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 it**should be written to answer the following questions:*

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

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

*-) 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 VEE with the ESEVT Standards?*

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

*The draft A Preliminary Visitation Report must be completed by each Visitor in the online document editor twenty calendar days before the start of the Preliminary Visitation at the latest (at this stage it must include at least the ‘Findings’, a list of questions to be asked to the VEE/issues to be clarified on-site) and it must be amended during the Preliminary Visitation based on the replies to questions, onsite findings and onsite discussions within the Team. The resulting draft B must be completed before the end of the Preliminary Visitation, edited by the Coordinator and Chairperson and sent to the VEE for correction of factual errors 14 calendar days after the Preliminary Visitation at the latest.*

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

**Contents of the Preliminary Visitation Report**

Introduction

Area 1. Objectives, Organisation and Quality Assurance Policy

Area 2. Finances

Area 3. Curriculum

Area 4. Facilities and equipment

Area 5. Animal resources and teaching material of animal origin

Area 6. Learning resources

Area 7. Student admission, progression and welfare

Area 8. Student assessment

Area 9. Teaching and support staff

Area 10. Research programmes, continuing and postgraduate education

11. ESEVT Indicators

12. Conclusions

**Introduction**

*Brief history of the VEE*

*Main features of the VEE*

**1**. **Objectives, Organisation and Quality Assurance Policy**

**1.1. Findings**

**1.2. Analysis of the findings/Comments**

**1.3. Suggestions**

**2. Finances**

**2.1. Findings**

**2.2. Analysis of the findings/Comments**

**2.3. Suggestions**

**3. Curriculum**

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

**3.1.1. Findings**

**3.1.2. Analysis of the findings/Comments**

**3.1.3. Suggestions**

**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)

Veterinary Public Health (including Food Safety and Quality)

Professional knowledge (including soft skills, e.g. communication, team working skills, management skills)

**3.2.2. Analysis of the findings/Comments**

Basic sciences

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

Clinical Sciences in food-producing animals (including Animal production and Herd Health Management)

Veterinary Public Health (including Food Safety and Quality)

Professional knowledge (including soft skills, e.g. communication, team working skills, management skills)

**3.2.3. Suggestions**

**3.3.** **Elective Practical training**

**3.3.1. Findings**

**3.3.2. Analysis of the findings/Comments**

**3.3.3. Suggestions**

**4. Facilities and equipment**

**4.1. Findings**

**4.2. Analysis of the findings/Comments**

**4.3. Suggestions**

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

**5.1. Findings**

**5.2. Analysis of the findings/Comments**

**5.3. Suggestions**

**6. Learning resources**

**6.1. Findings**

**6.2. Analysis of the findings/Comments**

**6.3. Suggestions**

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

**7.1. Findings**

**7.2. Analysis of the findings/Comments**

**7.3. Suggestions**

**8. Student assessment**

**8.1. Findings**

**8.2. Analysis of the findings/Comments**

**8.3. Suggestions**

**9. Teaching and support staff**

**9.1. Findings**

**9.2. Analysis of the findings/Comments**

**9.3. Suggestions**

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

**10.1. Findings**

**10.2. Analysis of the findings/Comments**

**10.3. Suggestions**

**11. ESEVT Indicators**

**11.1. Findings**

**11.2. Analysis of the findings/Comments**

**11.3. Suggestions**

**12. Conclusions**

-) Is the VEE fully aware of the ESEVT SOP in general and the accreditation Standards in particular?

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

-) 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 VEE with the ESEVT Standards?