[NAME AND LOGO OF THE HIGHER EDUCATION INSTITUTION]

Field of Study:

**EXAMPLE (X01)**

**SELF EVALUATION REPORT**

Month Year

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Title[[1]](#footnote-1) | State code | Type (college/university) | Cycle/LTQF level | Mode of study and duration (in years) | Credits  | Award (degree and (or) professional qualification) | Language of instruction | Admission requirements | First registration date | Termination date (if applicable) | Location |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |

**Study Programmes in the Field\***

*\* if there are* ***joint*** */* ***two-fields*** */* ***interdisciplinary*** *study programmes in the study field, please designate it in the foot-note*

**Self-Evaluation Group**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Academic title, name, surname | Position held | Telephone number(office and mobile) | E-mail address |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

**Contact Person[[2]](#footnote-2)**

|  |  |  |  |
| --- | --- | --- | --- |
| Academic title, name, surname | Position held | Telephone number(office and mobile) | E-mail address |
|  |  |  |  |

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**ANNEXES:**

ANNEX 1. STUDY FIELD PROGRAMME PLANS

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ANNEX 4. A LIST OF PERMANENTLY EMPLOYED TEACHERS IN THE FIELD

# INTRODUCTION

…

# ANALYSIS OF FIELD AND CYCLE OF STUDIES

## 1. Study aims, learning outcomes, and content

*Analysis (according to the indicators listed in Annex 1 of the Methodology):*

1. Evaluation of the conformity of the aims and outcomes of the field and cycle study programmes to the needs of the society and/or the labour market (not applicable to higher education institutions (HEIs) operating in exile).

2. Evaluation of the conformity of the field and cycle study programme aims and outcomes with the mission, objectives of activities and strategy of the HEI.

3. Evaluation of the compliance of the field and cycle study programme with legal requirements.

*Please fill out the table below for each of the study programmes:*

**First cycle/6 LTQF**

**Professional Bachelor**

|  |  |
| --- | --- |
| Title of the study programme |  |
| Total workload in credits |  |
| Credits for the study field  |  |
| Elective credits or credits prescribed by the HEI |  |
| Credits for practice based learning |  |
| Internship, placement, or other practical training |  |
| Credits for final thesis (project) |  |
| Total hours |  |
| Total contact hours |  |
| Independent student work hours |  |

**Bachelor**

|  |  |
| --- | --- |
| Title of the study programme |  |
| Total workload in credits |  |
| Credits for the study field  |  |
| Elective credits or credits prescribed by the HEI |  |
| Internship, placement, or other practical training |  |
| Credits for final thesis (project) |  |
| Total hours |  |
| Total contact hours |  |
| Independent student work hours |  |

**Second cycle/7 LTQF**

|  |  |
| --- | --- |
| Title of the study programme |  |
| Total workload in credits |  |
| Credits for the study field |  |
| Elective credits or credits prescribed by the HEI |  |
| Credits for final thesis (project) |  |
| Total hours |  |
| Total contact hours |  |
| Independent student work hours |  |

4. Evaluation of compatibility of aims, learning outcomes, teaching/learning and assessment methods of the field and cycle study programmes.

5. Evaluation of the totality of the field and cycle study programme subjects/modules, which ensures consistent development of competences of students.

6. Evaluation of opportunities for students to personalise the structure of field study programmes according to their personal learning objectives and intended learning outcomes.

7. Evaluation of compliance of final theses with the field and cycle requirements.

|  |
| --- |
| **Expert recommendations provided during the last external evaluation*****Study aims, outcomes and content*** |
| *1.*  | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *2.* | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *…* | *…* | *…* | *…* |

|  |
| --- |
| **Please provide main results of the self-evaluation in the area of** ***Study aims, outcomes and content*** |
| **Strengths** |
|  |
| **Areas for improvement** |
|  |

## 2. Links between science (art) and study activities

*Analysis (according to the indicators listed in Annex 1 of the Methodology):*

1. Evaluation of the sufficiency of the science (applied science, art) activities implemented by the HEI for the field of research (art) related to the field of study.

2. Evaluation of the link between the content of studies and the latest developments in science, art and technology.

3. Evaluation of conditions for students to get involved in scientific (applied science, art) activities consistent with their study cycle.

|  |
| --- |
| **Expert recommendations provided during the last external evaluation related to***Links between science (art) and study activities* |
| *1.*  | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *2.* | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *…* | *…* | *…* | *…* |

|  |
| --- |
| **Please provide main results of the self-evaluation in the area of** *Links between science (art) and study activities* |
| **Strengths** |
|  |
| **Areas for improvement** |
|  |

## 3. Student admission and support

*Analysis (according to the indicators listed in Annex 1 of the Methodology):*

1. Evaluation of the suitability and publicity of student selection and admission criteria and process.

2. Evaluation of the procedure of recognition of foreign qualifications, partial studies and prior non-formal and informal learning and its application.

3. Evaluation of conditions for ensuring academic mobility of students.

4. Assessment of the suitability, adequacy and effectiveness of the academic, financial, social, psychological and personal support provided to the students of the field.

5. Evaluation of the sufficiency of study information and student counselling.

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| --- |
| **Expert recommendations provided during the last external evaluation related to***Student admission and support* |
| *1.*  | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *2.* | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *…* | *…* | *…* | *…* |

|  |
| --- |
| **Please provide main results of the self-evaluation in the area of** *Student admission and support* |
| **Strengths** |
|  |
| **Areas for improvement** |
|  |

## 4. Studying, student assessment and graduate employment

*Analysis (according to the indicators listed in Annex 1 of the Methodology):*

1. Evaluation of the teaching and learning process that enables to take into account the needs of the students and enable them to achieve the intended learning outcomes.

2. Evaluation of conditions ensuring access to study for socially vulnerable groups and students with special needs.

3. Evaluation of the systematic nature of the monitoring of student study progress and feedback to students to promote self-assessment and subsequent planning of study progress.

4. Evaluation of the feedback provided to students in the course of the studies to promote self-assessment and subsequent planning of study progress.

5. Evaluation of employability of graduates and graduate career tracking in the study field.

6. Evaluation of the implementation of policies to ensure academic integrity, tolerance and non-discrimination.

7. Evaluation of the effectiveness of the application of procedures for the submission and examination of appeals and complaints regarding the study process within the field studies.

|  |
| --- |
| **Expert recommendations provided during the last external evaluation related to***Studying, student performance and graduate employment* |
| *1.*  | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *2.* | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *…* | *…* | *…* | *…* |

|  |
| --- |
| **Please provide main results of the self-evaluation in the area of** *Studying, student performance and graduate employment* |
| **Strengths** |
|  |
| **Areas for improvement** |
|  |

## 5. Teaching staff

*Analysis (according to the indicators listed in Annex 1 of the Methodology):*

1. Evaluation of the adequacy of the number, qualification and competence (scientific, didactic, professional) of teaching staff within a field study programme(s) at the HEI in order to achieve the learning outcomes.

2. Evaluation of conditions for ensuring teaching staffs’ academic mobility (not applicable to studies carried out by HEIs operating under the conditions of exile).

3. Evaluation of the conditions to improve the competences of the teaching staff.

|  |
| --- |
| **Expert recommendations provided during the last external evaluation related to***Teaching staff* |
| *1.*  | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *2.* | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *…* | *…* | *…* | *…* |

|  |
| --- |
| **Please provide main results of the self-evaluation in the area of** *Teaching staff* |
| **Strengths** |
|  |
| **Areas for improvement** |
|  |

## 6. Learning facilities and resources

*Analysis (according to the indicators listed in Annex 1 of the Methodology):*

1. Evaluation of the suitability and adequacy of the physical, informational and financial resources of the field studies to ensure an effective learning process.

2. Evaluation of the planning and upgrading of resources needed to carry out the field studies.

|  |
| --- |
| **Expert recommendations provided during the last external evaluation related to***Learning facilities and resources* |
| *1.*  | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *2.* | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *…* | *…* | *…* | *…* |

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| --- |
| **Please provide main results of the self-evaluation in the area of** *Learning facilities and resources* |
| **Strengths** |
|  |
| **Areas for improvement** |
|  |

## 7. Study quality management and publicity

*Analysis (according to the indicators listed in Annex 1 of the Methodology):*

1. Evaluation of the effectiveness of the internal quality assurance system of the studies.

2. Evaluation of the effectiveness of the involvement of stakeholders (students and other stakeholders) in internal quality assurance.

3. Evaluation of the collection, use and publication of information on studies, their evaluation and improvement processes and outcomes.

4. Evaluation of the opinion of the field students (collected in the ways and by the means chosen by the Centre or the HEI) about the quality of the studies at the HEI.

|  |
| --- |
| **Expert recommendations provided during the last external evaluation related to***Study quality management and publicity* |
| *1.*  | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *2.* | *Recommendation* | *Actions taken by the HEI* | *Comments* |
|  |  |  |  |
| *…* | *…* | *…* | *…* |

|  |
| --- |
| **Please provide main results of the self-evaluation in the area of** *Study quality management and publicity* |
| **Strengths** |
|  |
| **Areas for improvement** |
|  |

1. If the title of the study programme underwent some changes, please indicate all of the applicable titles in a footnote. [↑](#footnote-ref-1)
2. Please indicate a person that will serve as the contact point for the evaluation. All of the information regarding the evaluation will be sent to the indicated contact person. [↑](#footnote-ref-2)