



Preparation of Self-Evaluation Reports with regard to accreditation at institutional and study-program level

February 23, 2018, Tirana, Albania

SELF EVALUATION REPORT PROCEDURE

- a. Establishment of Internal Evaluation Group for each study program:**
 - i. Permanent Commission on Quality Assurance proposes the establishment of the SEG as given hereunder:
 - Head from the PhD-holding full time academic staff of the department
 - At least three members of the full time academic staff of the department
 - A student of the respective study program
 - Department Coordinator
 - ii. Senate decides on the Establishment and composition of SEG concerning the preparation of the Internal Evaluation Reports in the framework of the periodic re-accreditation of study program.
 - iii. Department proposes the members of the SER based on the structure decided by Senate.
 - iii. Decanate approves the proposed SEG members.

b. Senate Decides on Timeline of activities to be carried out in the framework of the drafting of the Self-Evaluation (Internal Evaluation) Report concerning study programs. Timeline gives information on activity and deadline for:

-Drafting of the main chapter of SER by SEG

-Organization of Meeting with students

-Internal Discussion of the SER by the SEG

-Distribution of the SER to all concerned staff, students, PQA commission, IQA office and deadline for the provision of the comments.

c. Coordinating Meeting is organized in the framework of the preparation of the Periodical Internal Evaluation Reports (PIERs) for study programs. The meeting participants are: Rector, Faculty Deans, Secretary General, Head of PCQA, all heads of IER, heads of departments, faculty administrators. During the meeting the participants are informed:

- On the process of the accreditation of the study program and State Quality Standards in Higher Education Institutions for the study program.
- On Conditions and Recommendations set by the Accreditation Agency in the previous accreditation of the study programs, which are discussed in depth during the meeting
- On division of duties among the academic and administrative units with regard to the preparation of the various sections of the SER.

- d. Coordinating Meeting is organized with all administrative units** in the framework of the preparation of the SER for study programs. During the meeting the participants are informed:
- On the process of the accreditation of the study program and State Quality Standards in Higher Education Institutions for the study program.
 - On division of duties among the academic and administrative units with regard to the preparation of the various sections of the SER.
 - On the cut-off date for the preparation of the respective data by administrative units and uploading of the information in google drive account opened by PCQA so that data is easily accessible for everybody involved in the self-evaluation process.
- e. Upon request of the University a training program on the drafting of the Internal Evaluation Reports (IERs) is conducted** by the specialists of ASCAL with heads of IEG.
- f. Coordinating Meetings** with regard to the review of the IERs and Final Submission of SER by SEG to PCQA according to the timeline approved by senate.

SELF EVALUATION GROUP

- The Self Evaluation Group (SEG) is responsible for the preparation of the *Self Evaluation Report (SER)* according to the respective timeline approved by the Senate.
- The SEG operates under the overall coordination of the AEQI Board.
- The members of the SEG have access to all data, documents and information deemed as necessary by the SEG concerning the preparation of the Internal Evaluation Report.
- SEG meets in depth to understand the standards and criteria and define the information and evidences for meeting each standard/criteria that aim at supporting the evaluation.
- Team leader organizes a common meeting within the group to divide the chapters among them and discuss the report requirements.
- SEG is responsible to collect and document all the information required to fulfill the prescribed standards under each criterion.

- SEG is responsible to prepare the draft of the SER on the given deadline and send them to students, academic staff and PCQA for timely feedback.
- SEG is responsible to coordinate with other departments and faculty members as and when required for the completion of the SER.

POINTS to BE CONSIDERED by SEG WHILE PREPARING the SELF EVALUATION REPORT:

- Prepare a record keeping system for each Standard to assist with organization of the work and to identify what is missing or needs to be added for each Standard. Have a mechanism for checking off each missing item as it is recorded. (*i.e a list with information about Chapter of SER – standard -good practices - evidence where to look- Action-Status of Fulfillment-Responsible Unit to Provide Information-deadline*)
- Collect appropriate supportive documentation for each Standard as part of the record keeping system and include documents necessary to support claims in the narrative part of SER.
- The most important documents referred to in the self-evaluation report should be attached as annexes to the self-evaluation report, especially mandatory annexes.
- If self-evaluation indicates that a standard is not yet fully met, specify the actions planned to remedy these specific weaknesses. However, it is of high importance that the report meets all the standards and this should be emphasized and strongly supported with real arguments;

CHALLENGES WHILE PREPARING the SELF EVALUATION REPORT:

- Challenges experienced was time constraint. Self-evaluation requires an investment of time.
- It is difficult to synchronize the Self-Evaluation activities with the already-in-place University calendar. It is, therefore, very difficult to bring members together.
- Most of the members of the Self-Evaluation team also found it difficult to be present at all Self-Evaluation activities.
- Other members of the Self-Evaluation team that are available had to work under pressure to complete and submit the report on time.

INSTITUTIONAL SELF EVALUATION REPORT:

a. Composition of Self-Evaluation Group for Institutional Accreditation:

Permanent Commission on Quality Assurance proposes the establishment of the SEG according

- Institutional Coordinator as Head of the SEG
- At least one full time academic staff members from each Faculty with extensive experience on QA issues
- An administrative staff member with extensive experience on QA issues
- An external member with extensive experience on QA issues
- President of the Student Council

INSTITUTIONAL SELF EVALUATION REPORT:

b. Internal Division of Duties among Self-Evaluation Group members:

- Institutional Coordinator as Head of the SEG

 - Area 1: Organization and Management; Area 2: Resources*

- At least one full time academic staff members from each Faculty with extensive experience on QA issues

 - Area 3: Curriculum; Area 4: Teaching, Learning, Assessment and Research*

- An administrative staff member with extensive experience on QA issues

 - Area 5: Students and their Support*

- An external member with extensive experience on QA issues

 - Area 1: Organization and Management; Area 2: Resources*

- President of the Student Council

 - Area 5: Students and their Support*

INSTITUTIONAL SELF EVALUATION REPORT:

c. Challenges of the Self-Evaluation Process

- i. Methodology of external review placed much greater emphasis to **qualitative evaluation** (through documentation and interviews) vis-a-vis **quantitative evaluation** (through measurable indicators).
- ii. The focus of the State Quality Standards and of the external evaluation methodology devised accordingly focuses on **“compliance with the standards”** rather than **“quality improvement”**, whereas the focus of the external evaluation methodology conducted by UK QAA is on quality improvement.
- iii. Uncertainty on the **degree of self-assessment and self-criticism** that the Self Evaluation Report should contain
Instances when the weaknesses listed in the SWOT analysis as part of the Self Evaluation Report have been copy pasted by Albanian external reviewers in the External Evaluation Report.
- iv. Availability of data and statistics within the institution according to the format requested by the Self-Evaluation Group. – **Importance of the Data Collection and Analysis process**



Thank You !

QAINAL