

MODULE 7

OVERALL PROCEDURE





AVEPRO

► *THE EVALUATION PROCEDURE*

As already indicated in numerous reference documents, **the QA process comprises two main and complementary phases:**



SELF-EVALUATION



EXTERNAL EVALUATION



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► *SELF-EVALUATION*

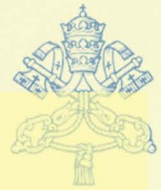
The Institution (University, Athenaeum, Faculty or individual academic Unit) must carry out an internal evaluation which serves, amongst other things, for the preparation of a Self-Evaluation Report (SER)

1. *The SER*

In accordance with the guidelines provided by AVEPRO (available on the web site: www.avepro.va) the SER contains both descriptions and quantitative data, as well as a detailed analysis of the Institution's strengths and weaknesses. In fact, the report does not simply describe the current state of the Institution, but contains a clearly expressed "global" evaluation

2. *Appointment of the peer review group*

In larger Institutions (Pontifical Universities and, in some cases Pontifical Athenaeums), as soon as the SER is published it can be sent to a group of experts for a critical review. These experts, selected by the Institution itself, provide an impartial analysis of the SER without having the same limits of obligation and responsibility as those who carry out the external Site Visit on behalf of AVEPRO



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► SELF-EVALUATION

3. Peer review group visit

The peer review group visits the Institution, in a confidential manner, as the penultimate stage in the internal evaluation

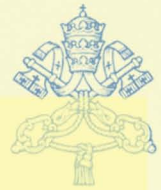
4. Peer review group report

Following its visit the peer review group prepares a brief report in which it highlights, above all, the criticalities identified in the SER and confirmed during the visit

5. Follow-up

In the follow-up phase the Institution must act upon (or explain why it has decided not to act upon) the peer review group's observations regarding the SER

At the end of this phase *the SER can be considered complete and sent to AVEPRO*, usually by email



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► EXTERNAL EVALUATION

6. Appointment of the external evaluation team

AVEPRO selects a variable number of experts (according to the size of the Institution under evaluation) from its database, to whom it entrusts the task of carrying out the external Site Visit

The external evaluation team (or “Commission”) is usually composed of a President, at least one expert in the subject the Institution is specialized in, and a student. Generally, the President is not resident in the country in which the Institution is based, or is of another nationality

7. Site Visit

The Institution organizes the Site (or “external”) Visit in agreement with the President and the members of the evaluation team, who decide on a date and inform the Agency. Once AVEPRO receives this information it sends the SER to the evaluation team

The Institution is responsible for both organizing and covering the costs of the evaluation team’s visit



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► EXTERNAL EVALUATION

8. External evaluation report

After the visit a previously designated member of the evaluation team has the task of gathering together contributions and preparing a draft evaluation report. The President of the team has the task of checking that the report contains all the elements that emerged during the visit and that it is written in an appropriate style and language.

When ready, the evaluation report is sent to the head of the Institution, who has 15 days in which to reply (mainly regarding formal errors or spelling mistakes), sending his observations to the President of the evaluation team. These observations will be included in an annex to the external evaluation report.

At this point *the report can be considered complete and sent to AVEPRO* by the President of the evaluation team.

If the Institution does not reply within 15 days of receipt of the draft report, it is presumed that it has no objections in relation to the content, and so **the report becomes definitive** and is sent to AVEPRO.

Once the final report is ready, a copy is sent to the Chancellor/Grand Chancellor and to the Congregation for Catholic Education.



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► EXTERNAL EVALUATION

9. Preparation and sending of the Quality Improvement Plan

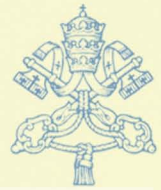
The Institution is required to prepare and send to AVEPRO a Quality Improvement Plan (QIP) within a few months of the external Site Visit and the final report. The Institution must indicate within the QIP how it intends to respond to the observations and/or recommendations made by the evaluation team in its report (or explain why it deems a response unnecessary)

Once AVEPRO has received the QIP it sends a copy to the Chancellor/Grand Chancellor and to the Congregation for Catholic Education

If the institution does not send a QIP within a reasonable space of time, AVEPRO can send the SER alone to the Chancellor/Grand Chancellor and the Congregation for Catholic Education

10. Publication of the external evaluation report on the AVEPRO

The evaluation procedures **concludes with the publication of the external evaluation report on AVEPRO's website**. This will be accompanied by publication of the QIP

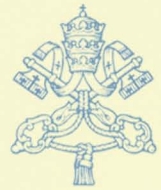


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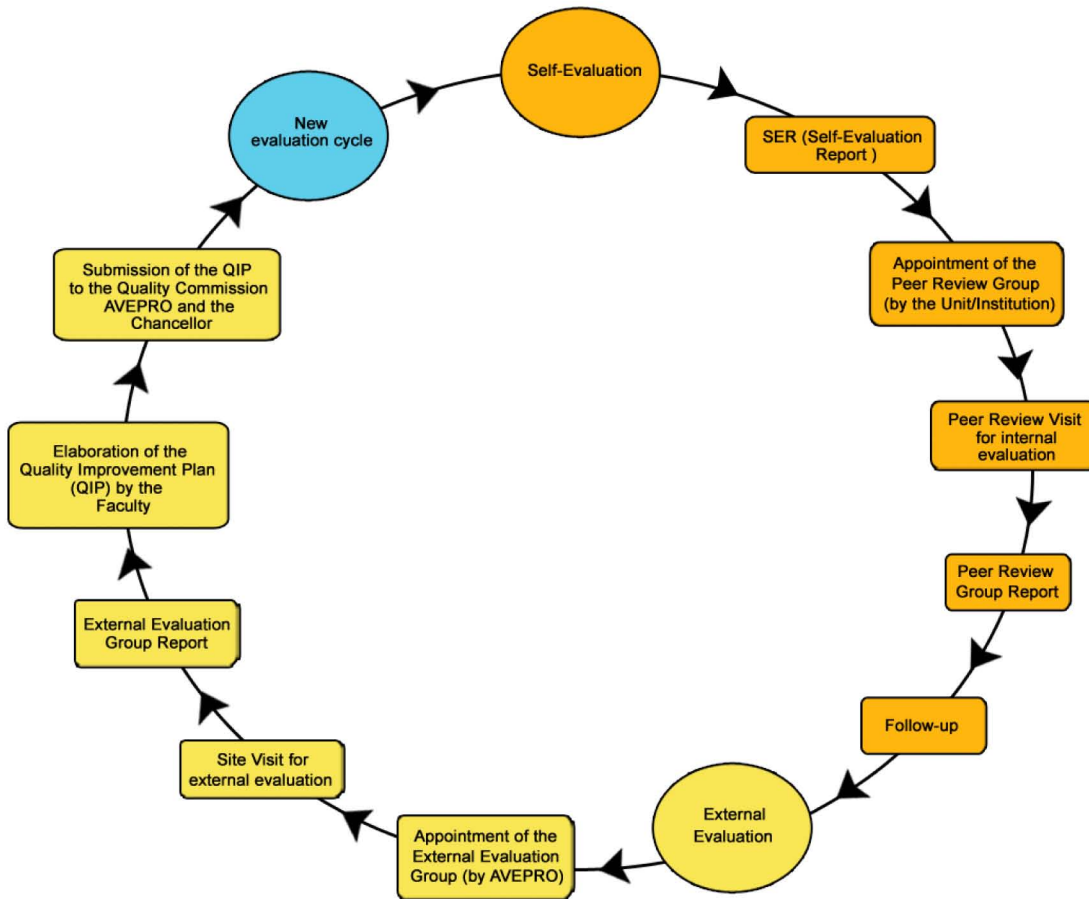
► *NEXT EVALUATION CYCLE*

Within **five years** from the evaluation, the Institution must contact AVEPRO to agree on the schedule and procedure for a new evaluation

► THE EVALUATION PROCEDURE

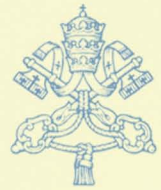


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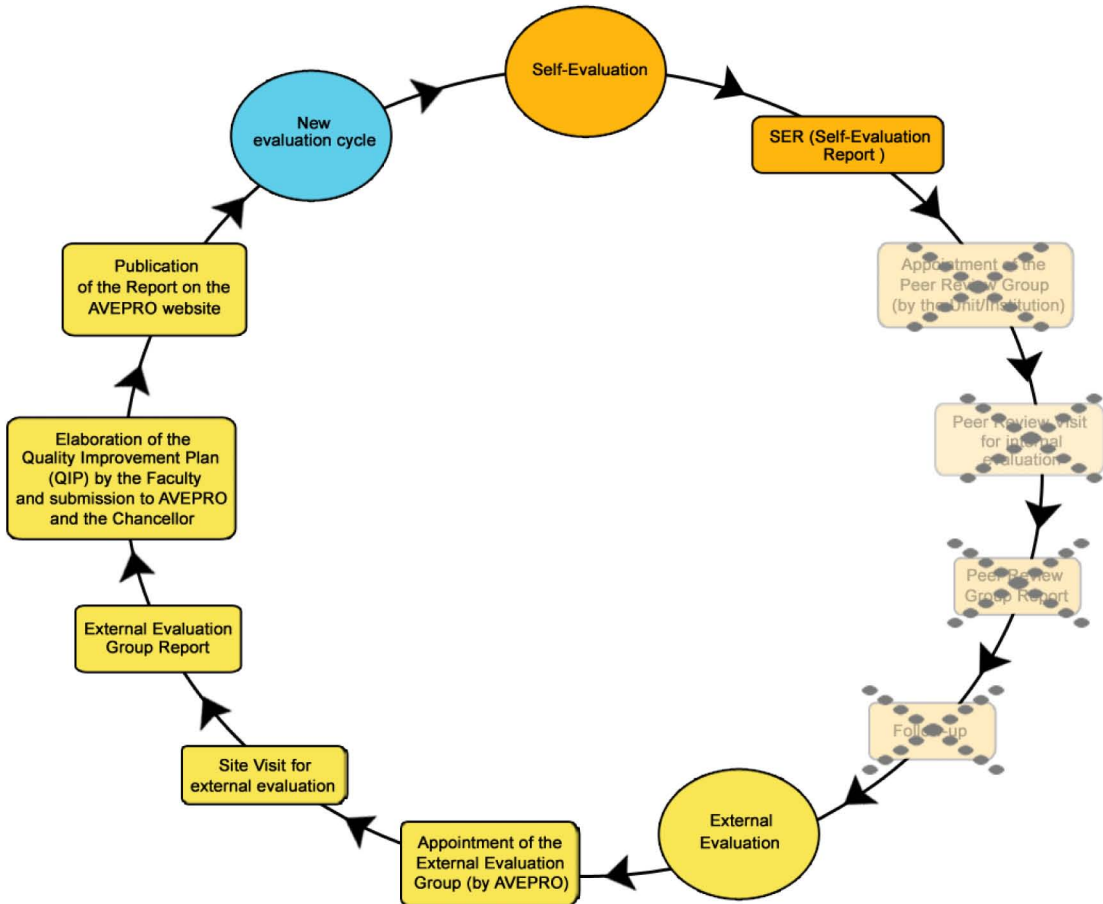


Model for
UNIVERSITIES

► THE EVALUATION PROCEDURE



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*Model for
INDIVIDUAL
FACULTIES*