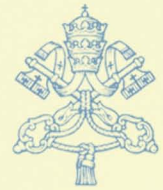


MODULE 6

THE EXTERNAL EVALUATION REPORT





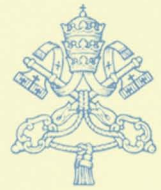
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► FORMS USED BY THE EVALUATION COMMISSION

In this Unit you find **two key instruments** that external evaluators (members of the Evaluation Commission) are expected to use to carry out their tasks. In detail:

- ☑ The **ASSESSMENT FORM** to be used to analyse the Self Evaluation Report (SER) that higher education Institutes fill out as a result of self observation and evaluation
In this respect, the form is used to clarify and verify details of the SER, in particular the assessment form aims at providing the team of experts with a standardised analysis of the SER
- ☑ The suggested **INDEX FOR THE EXTERNAL EVALUATION REPORT** that the Evaluation Commission has to prepare at the end of the Site Visit or, in other terms, at the end of the evaluation exercise

► ASSESSMENT FORM: THE STRUCTURE



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ITEMS

Evaluation
M, TBC, A, A*

1. Introduction/The context

- a) List of members of the Coordinating Committee
- b) Methodology adopted for SER
- c) Brief history of Faculty
- d) Detailed chart of Faculty composition
 - Major remarks
 - Minor remarks
 - Recommendations

2. Vision, mission, strategic plan

- a) Description of the mission
- b) Description of strategic objectives
- c) Strategic plan for reaching objectives within resources
 - Major remarks
 - Minor remarks
 - Recommendations

3. Strengths, weaknesses, opportunities, threats (SWOT)

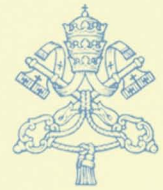
- a) Adequacy of the SWOT analysis
- b) Strategic plan based on the SWOT
 - Major remarks
 - Minor remarks
 - Recommendations

M: *missing*
if not included in the SER

TBC: *to be completed*
if only partially answered

A: *adequate*
if the analysis is adequate

A*: *adequate, with comment*
if improvements are to be made



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► ASSESSMENT FORM: THE STRUCTURE

ITEMS

4. Teaching and learning

- a) Academic programmes taught: learning outcomes and purposes
- b) Space and equipment for didactic purposes
- c) Benchmarks and achievements of student learning
- d) Student handbook and guidelines
- e) Academic level of entering students
- f) Compliance with Bologna process: 3 cycles, ECTS
- g) Involvement in exchange program (I.e. Erasmus)
- h) Development of foreign language (I.e. English)
- i) Alternative learning strategies
- j) Student assessment and exam policy
- k) Effectiveness of feedback to student
- l) Number of withdrawals in the last five years
- m) Average time taken to graduate in the last five years
- n) Student assessment questionnaire
- o) Formal annual review of teaching
- p) Monitoring of students' placement
- q) Suggestions for general improvement
 - Major remarks
 - Minor remarks
 - Recommendations

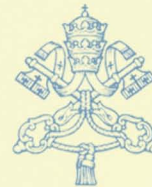
Evaluation
M, TBC, A, A*

M: *missing*
if not included in the
SER

TBC: *to be completed*
if only partially
answered

A: *adequate*
if the analysis is
adequate

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➤ ASSESSMENT FORM: THE STRUCTURE

ITEMS

Evaluation
M, TBC,A, A*

5. Research

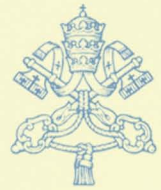
- a) Research strategies and core thematic areas
- b) Collaboration (with and outside the Faculty)
- c) Comment on funding in the last 5 years
- d) Mechanism adopted in seeking funding
- e) Research facilities (spaces, journals, IT, etc)
- f) Balance between teaching and research
- g) Overall publication rate
- h) Percentage of under-producing staff
- i) % of publication in peer reviewed journals
- j) Comparison with other national and foreign Faculties
- k) Number of publications in the last 5 years
- l) Number of staff acting as referee for journals
- m) Faculty policy on doctoral studies
- n) Number of doctoral students in the last five years
- o) Ratio of doctoral students to researchers
- p) Number of doctoral degrees in the last 5 years
- q) Average time for completing the degree
- r) Entry requirements for students
- s) Conclusion on state of research and doctoral studies
 - Major remarks
 - Minor remarks
 - Recommendations

M: *missing*
if not included in the
SER

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if only partially
answered

A: *adequate*
if the analysis is
adequate

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comment*
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➤ ASSESSMENT FORM: THE STRUCTURE

ITEMS

6. External contribution

- a) Professional and other bodies
- b) Community
- c) Lifelong learning, continuing education
- d) Contact with alumni
- e) Consultancy / external advisory arrangements

Major remarks

Minor remarks

Recommendations

7. Resources

- a) Staff numbers: adequacy to fulfil the mission
- b) Ratio of academic staff to students
- c) Qualification and age of staff
- d) Staff development policy
- e) Staff recruitment policy
- f) Financial income and expenditure in the last five years
- g) Economic sustainability
- h) Future prospects
- i) Adequacy of accommodation facilities
- j) Adequacy of IT and library provision

Major remarks

Minor remarks

Recommendations

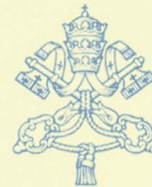
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➤ ASSESSMENT FORM: THE STRUCTURE

ITEMS

8. Management and organization

- a) Organizational structure of the Faculty (governance, autonomy, responsibility)
- b) Decision making process
- c) Effects on the ability of Faculty to fulfil its mission
- d) Deans and heads appointment/election/rotation
- e) Teaching appointments
- f) Teaching promotion policy
- g) Recurrence of Faculty meetings
- h) Methods of decision making (vote/consensus)
- i) Consultation with students

Major remarks

Minor remarks

Recommendations

9. Quality assurance (QA)

Description of QA process adopted by the Faculty Committee for Quality

Major remarks

Minor remarks

Recommendations

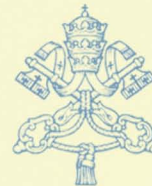
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➤ ASSESSMENT FORM: THE STRUCTURE

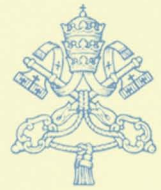
<i>ITEMS</i>	<i>Evaluation</i> M, TBC,A, A*
Annexes	
Annex 1	
Annex 2	
Annex 3	
Annex 4	
Annex 5	
Annex 6	
Annex 7	
Annex 8	
Annex 9	
Annex 10	
Annex 11	
Annex 12	
Major remarks	
Minor remarks	
Recommendations	

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SER

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answered

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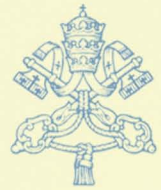
A*: *adequate, with
comment*
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► INDEX FOR EXTERNAL EVALUATION REPORT

- a) **General comments on the SER**
 - Major remarks
 - Minor remarks
 - Short comments on the SER and list of recommendations
- b) **Current situation in the Faculty**
 - Recommendations
- c) **Summary of on site meetings and comments**
- d) **Mission, objectives, strategic plan of the Faculty**
 - Major remarks
 - Minor remarks
 - Recommendations
- e) **Results regarding teaching and research**
 - Major remarks
 - Minor remarks
 - Recommendations



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► INDEX FOR EXTERNAL EVALUATION REPORT

f) Governance, management, autonomy

Comments
Remarks
Recommendations

g) Strengths, weaknesses, opportunities, threats (SWOT)

Comments
Remarks
Recommendations

h) Plans for improvement (in line with available funding)

Comments
Remarks
Advice