



FORM
FOR EXTERNAL EVALUATION



Form for external evaluation

INTRODUCTION

This document is divided in two parts:

- ✓ **Self evaluation report (SER) analysis (also by means of an assessment form)**
- ✓ **Suggested index for the External evaluation report**

The first part intends to clarify and verify details of the self-evaluation report. In particular the assessment form aims at providing the team of experts with a standardized analysis of the SER.

The assessment form breaks down the SER into a detailed list of items. The level of completion may be indicated for each item as follows:

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



ASSESSMENT FORM

Items	Evaluation (M, TBC, A, A*)
1. Introduction	
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	
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	



Items	Evaluation (M, TBC, A, A*)
q) Suggestions for general improvement Major remarks Minor remarks Recommendations	
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	
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 fulfill 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	



Items	Evaluation (M, TBC, A, A*)
h) Future prospects	
i) Adequacy of accommodation facilities	
j) Adequacy of IT and library provision	
Major remarks Minor remarks Recommendations	
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 fulfill 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)	
a) Description of QA process adopted by the faculty Committee for quality	
Major remarks Minor remarks Recommendations	
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	



INDEX FOR THE 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

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