Requirements for self evaluation reports

Legal framework and methodology for preparing a Self-Evaluation Report

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Outline

- Legal Framework
  - Examples (CEAs rulebooks)
- Methodology

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Decision on norms determining minimum standards in the field of higher education

- 1. Introduction
  - 1.1. History and organization of the higher education institution
  - 1.2. Application of the Bologna Process at a higher education institution
  - 1.3. Research and scientific research and/or artistic work
  - 1.4. Connections with the environment, economy and social partners
  - 1.5. Financing of a higher education institution
  - 1.6. Statistical data
- 2. Conducting self-evaluation
  - 2.1. Self-evaluation team
  - 2.2. Self-evaluation procedure
- 3. Criteria for accreditation of higher education institutions and/or study programs
- 4. Conclusions with proposals for activities to improve the situation
- 5. Annexess

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Recommendations for regulating the accreditation procedure of higher education institutions and the 1st and 2nd cycles of studies

Higher education institution Self-evealuation report

- 1. Introduction
  - 1.1. History and organization of the higher education institution
  - 1.2. Description of activities carried out on the implementation of defined improvement projects
  - 1.3. Statistical data
- 2. Conducting self-evaluation
  - 2.1. Self-evaluation team
  - 2.2. Self-evaluation procedure
- 3. The state of the quality of the higher education institution in relation to the defined standards and criteria
- 4. Conclusions with proposals for activities to improve the situation
- 5. Annexess

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Recommendations for regulating the accreditation procedure of higher education institutions and the 1st and 2nd cycles of studies

Study program Self-evaluation report

- 1. Introduction
  - 1.1. History and organization of the study program
  - 1.2. Description of activities carried out on the implementation of defined improvement projects
  - 1.3. Statistical data
- 2. Conducting self-evaluation
  - 2.1. Self-evaluation team
  - 2.2. Self-evaluation procedure
- 3. The state of the quality of the study program in relation to the defined criteria and standards
- 4. Conclusions with proposals for activities to improve the situation
- 5. Annexess

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Examples

- The self-evaluation of a higher education institution includes institution in its entirety.
- HEIs should be involved in self-evaluation including all key groups on the same, particularly students, academic, administrative and technical staff, management, and interested social partners, such as representatives of the community, the market work, former students, etc.
- Self-evaluation should treat processes in higher education institution respecting the objective facts characteristic of higher education institution, with reference to each individual criterion.
- The self-evaluation report should be minimal in its structure contain determined chapters
- The self-evaluation report consists of parts that completely follow each of those criteria.
- The self-evaluation report is adopted by the higher education senate institution by a special decision and the same is an integral part of that decision.
- For higher education institutions that submit a request for re-accreditation (re-accreditation), self-evaluation report covers the period from the last accreditation to the submission of the application for reaccreditation. Self-evaluation report for higher education accreditation institution is drawn up according to a special form that is an integral part of this rulebook.
- The self-evaluation report is prepared in one of the languages in official use in Bosnia and Herzegovina and in English.

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Examples

- Before submitting an application for accreditation, a higher education institution conducts a self-evaluation that results in a self-evaluation report.
- In order to ensure the uniformity of the self-evaluation procedure at all higher education institutions in Bosnia and Herzegovina, the Agency prescribes the form of the self-evaluation report by its act.
- The higher education institution is obliged to prepare a report on self-evaluation in all respects according to the form referred to in paragraph.
- The self-evaluation report is adopted by the Senate of the higher education institution.
- The self-evaluation report is prepared in one of the official languages in Bosnia and Herzegovina and in English.

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Examples

- Before submitting an application for accreditation of a higher education institution and study program, higher education the institution conducts a self-evaluation.
- The self-evaluation should include the work of the institution in its entirety and every part of it, and at the study level program; it should include all key groups at the higher education institution, especially: students, academic and non-academic staff and interested social partners, such as representatives of the community, the labor market, former students, etc.
- Self-evaluation includes processes at the institution giving an assessment of each individual standard and criterion in accordance with the decision made by the Agency, respecting the objective facts characteristic of higher education institution.
- The self-evaluation procedure results in a self-evaluation report.
- For the uniformity purposes of the self-evaluation procedure at higher education institutions, a form is prescribed of the self-evaluation report, aligned with the Agency's valid recommendation.
- The higher education institution is obliged to prepare a report on self-evaluation, in all respects form.
- The self-evaluation report is accepted by the senate of the higher education institution, provided that for study programs that are accredited, an individual decision is made for each study program.
- The self-evaluation report is prepared in one of the official languages in Bosnia and Herzegovina and in English language.

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Methodology for preparing a Self-Evaluation Report

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Methodology

Self-evaluation process

- What is self-evaluation?
- Aim and purpose of self-evaluation?

- Implementation (who and how?)
- Participants (QA office, SE Team,..)
- Education for self-evaluation
- Self-evaluation plan (draft, approval...)
- Resources and deadlines
- Implementation of plan
- Coordination in the self-evaluation process
- Information and data exchange
- **Writing Self-evaluation report**

Self-evaluation report (SER)

- Content
- Format
- Margines
- Line spacing
- Expected number of pages
- Font & Lettter size
- List of abbrevetions, simbols
- Tables, figures, attachments
- Writing style of SER

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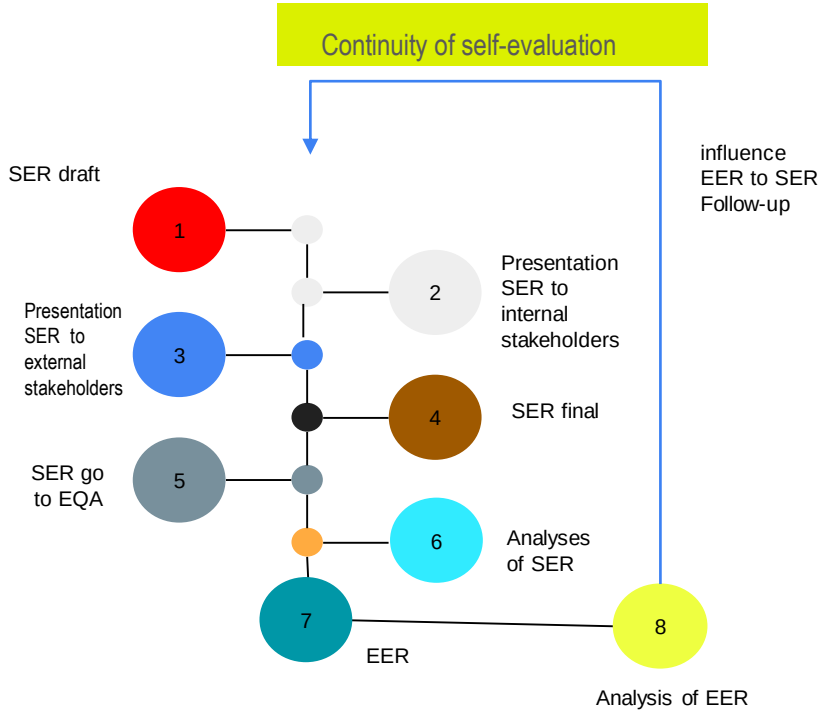
Writing style of SER

- Clear, objective, critical focus, Concise
- Direct –focus on request of criterion
- Precise – avoid poetic language, no use of metaphor, jargons
- Avoid generalisations
- Realistic description of good and bad sides
- No to much decription, No long and complicated sentences.
- No repeating the same passus
- Technical edited...
- Links...images...tables (unified dseign)
- Spelling...grammar.....



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HEA support in writing a good SER

WSs and guidelines (twofunctional purpose)

- 2010

- 2016

- 2018

- 2019/2023/2025

https://hea.gov.ba/Content/Read/publikacije

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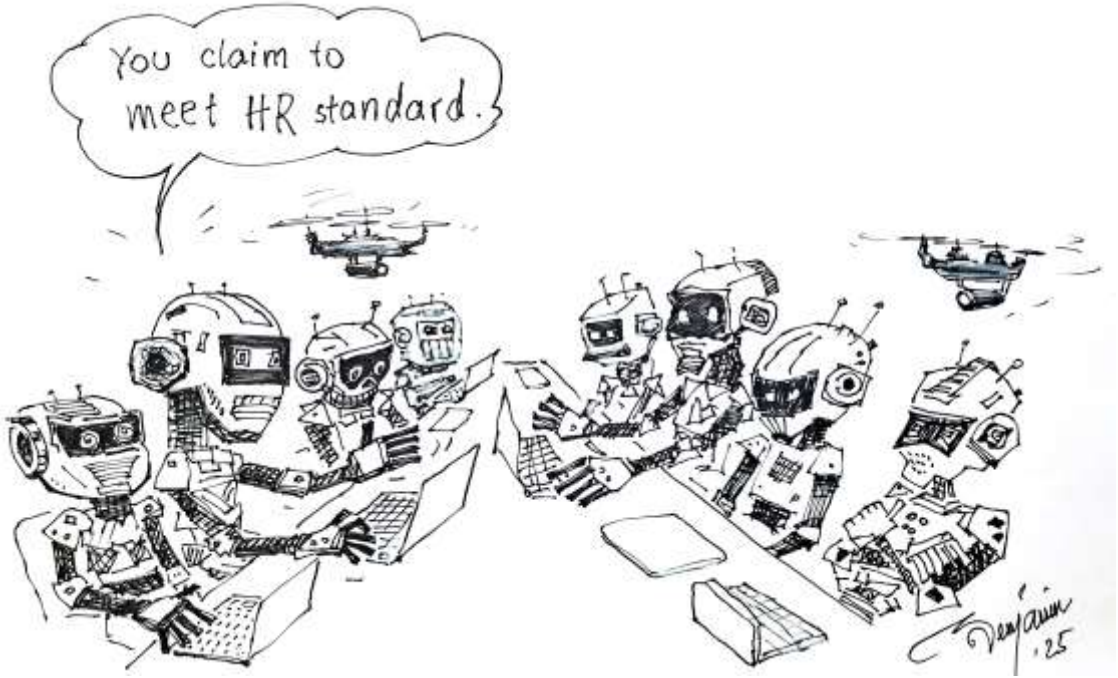
Future steps

- ? Cluster accreditation - cases SER unified or separate for each SP in cluster
- ? SER based on outdated criteria for accreditation of HEIs/SPs. Who is responsible?
- ? Inactive SPs for
- ? Increased focus on SER at HEIs themselves
- ? Increased focus on CEAs when they receive SER
- ? **Regulation of use of AI in Self-evaluation**



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