

## DOCUMENT 14

DAY 3, 3 March 2012

### TIME:

9.15-9.30 Entry-level test 10-steps to write a SER

15.30-15.45 Final test

15.45-16.30 Presentation SER in 10 steps

12SUB03

### Training Self-Evaluation Report on Institutional Level

*Day one<sup>1</sup> of a three-day training on internal quality assurance in higher education*

Yerevan, 3 March 2012

## A SER in 10 Steps

### (STEP 1)

*Writing a self-evaluation report (SER) is done step by step. The 10 most essential steps are listed below in random order. Please put them in the order you think most appropriate. You simply write down a number from 1 to 10 before each step.*

- Collect all policy documents IQA (e.g. policy on student assessment, internationalisation, plagiarism)
- Get feedback from project team (internal stakeholders) on description per standard and revise
- Define project SER including timeline, activities, team
- Write draft report
- Describe facts and findings per standard using the documents
- Add analysis per standard using analyses of data
- Get feedback from project team (internal stakeholders) on analysis per standard and revise
- Finalise report
- Collect analyses of data IQA (of the last 3 years)
- Consult both internal and external stakeholders

Thank you!

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<sup>1</sup> Day 2 will be follow in March; day 3 in June 2012.

## **(STEP 2)**

### **A SER in 10 Steps**

*We know by now that writing a self-evaluation report (SER) is done step by step. The 10 most essential steps are listed below once again. Please put them in the order you think most appropriate keeping in mind what you have learned today. You simply write down a number from 1 to 10 before each step.*

- Collect all policy documents IQA (e.g. policy on student assessment, internationalisation, plagiarism)
- Get feedback from project team (internal stakeholders) on description per standard and revise
- Define project SER including timeline, activities, team
- Write draft report
- Describe facts and findings per standard using the documents
- Add analysis per standard using analyses of data
- Get feedback from project team (internal stakeholders) on analysis per standard and revise
- Finalise report
- Collect analyses of data IQA (of the last 3 years)
- Consult both internal and external stakeholders

Thank you!

### **(STEP 3)**

#### **A SER in 10 Steps**

1. Define project SER including timeline, activities, team
2. Collect analyses of data IQA (of the last 3 years)
3. Collect all policy documents IQA (e.g. policy on student assessment, internationalisation, plagiarism)
4. Describe facts and findings per standard using the documents
5. Get feedback from project team (internal stakeholders) per standard, and revise
6. Add analysis per standard using the analyses of the data
7. Get feedback from project team (internal stakeholders) on analysis per standard and revise
8. Write draft report
9. Consult both internal and external stakeholders
10. Finalise report

KLAAR !!