

DOCUMENT 17

DAY 3, 3 March 2012

TIME:

13.00-14.30

14.45-15.30

12SUB03

Training Self-Evaluation Report on Institutional Level

Day one¹ of a three-day training on internal quality assurance in higher education

Yerevan, 3 March 2012

Writing SER

The SER starts with the basis data:

- Name of the institution
- Status of the institution
- Overview with all programmes, enrolment figures (students) and staff numbers

The SER will be written per criterium.

For Example:

Criterion X: Internal quality assurance

The institution has a set infrastructure for internal quality assurance, which promotes establishment of a quality culture and continual development of the institution.

The text of every **criterium** has the same table of content:

- Required documents;
- Ambition in relation to this criterium;
- Facts and findings;
- SWOT.

	Description	Required documents
Documents		Not apply
Ambition	What does the institution wants to achieve in relation to this criterium?	e.g. Strategic plan Institution
Facts and findings	Facts In what way does the institution enrol the ambitions described above? Findings What is the valuation of these facts? What is the opinion of the stakeholders of these facts?	Various Policy documents e.g. IQA-policy Analysis evaluation instruments
Swot	What is a good practice and what is a not so good practice? What improvements will be taken?	Analysis including improvements in relation to Strategic plan Institution

¹ Day 2 will be follow in March; day 3 in June 2012.