

**DOCUMENT 18**

**DAY 3, 3 March 2012**

**TIME: 14.45-15.30**

**Training Self-evaluation Report on Institutional Level**

*Three days training HEI's on IQA*

Yerevan, 3 March 2012

**Assignment Writing SER**

Objective

To write a draft SER

Institutional Accreditation Standards (ANQA Accreditation Manual, page 35-45)  
for the following *criteria*

X. Internal quality assurance

I. Mission and purpose

**III Academic programme**

Method

The SER starts with the basis data

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

The SER will be written per criterion.

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 criterion has the same table of content:

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

Procedure

The SER will be written in English, when writing in English is not possible a summary of each standard must also be added (see format summary criterion in English, annex1).

The *documents* required per criterion are not included with the SER. However for every document a summary in English is part of the SER (see summary document in English, annex 2).

Summarized

Before the next training on 22 March 2012 the following parts have to be ready:

- SER on the criteria X and I to V;
- Summary per criterion in English;
- Summary per document in English.

## Annex 1

Format summary Criterium SER in English (1A4)

<b>Criterium</b>	
<b>Summary ambition</b>	
<b>Summary facts and findings</b>	
<b>Example of good practice (SWOT)</b>	
<b>Example of not-so-good practice including improvements</b>	

## Annex 2

Summary per document in English. (1A4)

<b>Criterion</b>	
<b>Title document</b>	
<b>Status document</b>	
<b>Summary document in relation to criterium</b>	