

**AQAS**

AGENTUR FÜR  
QUALITÄTSSICHERUNG DURCH  
AKKREDITIERUNG VON  
STUDIENGÄNGEN E.V.

# **ENQA REVIEWERS TRAINING**

## **HOW TO PREPARE FOR A SITE VISIT**

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# STARTING POINT

- Don't be overwhelmed with all information / documents
- Be curious and open to new solutions
- Know what's in your own backpack
- If you have a question on process: consult guidelines / ask coordinator

# WORKING WITH THE SAR (READ AND ANALYSE)

- Understanding the agencies context
  - info on HE system
  - info on QA system
- Understanding the agency
  - mandate
  - structure & work
  - history
- What are relevant activities of the agency?
- Consider reading all standards before going into details
- Read and analyse the standard per standard (with ESG next to it)
- Anything flagged by EQAR?
- Consider reading prior EERs / ENQA/EQAR decisions

# BRIEFING CALL

- Before:
  - Have a rough idea on your assessment
  - Identify where you need additional evidence:
    - will additional documents be helpful to support your assessment?  
request additional documents jointly (discuss during call)  
are additional documents really needed?
    - Which standards are well evidenced and which require explanation?
    - Know where you will have to rely on teamwork
- Briefing call:
  - Define division of work
  - Identify where you stand on the evidence base
  - Share perceptions
  - What is the subject of assessment (changes in the system, relevant activities)

# FOLLOWING BRIEFING CALL

- Continue assessing standards (depending on panel approach)
- Have a preliminary idea of what compliance the evidence / documents provide evidence for
- What questions remain open – site visit questions?
- What do I need to know from whom ?
- Remain open: site visit could change the first impression

# HELPFUL CONSIDERATIONS

- What are the core concerns you see?
- What challenges does the agency have?
- How self reflective is the SAR?
- Try to understand the agency (enhancement orientation)
  - What is the culture of the agency?
  - Who has the power in the agency?
- Follow your gut feeling – if you find evidence
- Trust the assessment of the other team members

# NOT TO UNDERESTIMATE

- Long days, little time – personal needs – outside world
- Site visit is last chance for new input
- Preparation is key to create room for:
  - Enhancement oriented discussions
  - Pleasant talks with interesting co-reviewers
- Your assessment has impact

# Thank you!

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