

Guide of content for the self-assessment report of ENQA Targeted Reviews

The self-assessment report should follow the provided main structure and be limited to around 20-30 pages (depending on the number of focus areas covered in the targeted review and excluding annexes). This document should be used as a guide of content, not as a template (i.e. agencies are asked to use their own in-house style guides).

PART I – BACKGROUND

1. Introduction

2. Development of the self-assessment report (SAR)

This section describes the process the agency has followed to develop and produce the SAR (appointment of a team, involvement of stakeholders, timeline etc.).

3. Changes since the last full review

This section describes any eventual changes within the agency since the last full review, including any potential changes in the higher education system and quality assurance system in which the agency predominantly operates, the agency's structure, funding and external quality assurance activities assessed in the last full review. It is important to note that any new EQA activities, created after the last review, should be addressed separately in section 3.1.

3.1 New external quality assurance activities [applicable if included in the ToR]

This section describes the agency's new external quality assurance activities including any cross-border QA activities established after the last full review. The section should include a description of the activity's aims and objectives, the rationale for its creation and how it fits into the agency's scope of (external quality assurance) activities. The activity should then be elaborated in more detail in relation to the standards of Part 2 of the ESG.

PART II – FOCUS AREAS

4. Profile, manner of functioning and EQA activities of the agency related to the focus areas of Part 3 of the ESG [applicable if any standard of Part 3 of the ESG is included in the ToR]

This section describes how the agency addresses and complies with those standards of Part 3 of the ESG that are included in the ToR, including evidence and analysis of the effectiveness of the agency's approach. Each standard under section 4 should be addressed individually for each QA activity of the agency. In case the procedure for cross-border QA differs, this should be described here as well. This section also describes and reflects on the main findings and recommendations from the last full review as well as subsequent actions taken by the agency. For standards considered to be partially compliant with the ESG in the last full review, there should be a special focus on the improvements

made/implemented at the agency. For any self-selected standard for enhancement from Part 3 of the ESG, the reflections should be made in the context of the agency's ongoing major developments (e.g. in accordance with the agency's strategic plan and the SWOT analysis submitted as per PART III of this guide). Each sub-section under section 4 should conclude with a brief critical reflection on the presented facts.

4.1 ESG Standard 3.1 Activities, policy and processes for quality assurance [applicable if included in the ToR]

A table that summarises how many procedures were implemented for each EQA activity per year (for the last five years since the last full review) should be provided.

4.2 ESG Standard 3.2 Official status [applicable if included in the ToR]

4.3 ESG Standard 3.3 Independence [applicable if included in the ToR]

All three aspects of independence as defined in the guidelines of the ESG 3.3 (organisational and operational independence and independence of formal outcomes) should be reflected separately.

4.4 ESG Standard 3.4 Thematic analysis [applicable if included in the ToR]

4.5 ESG Standard 3.5 Resources [applicable if included in the ToR]

Human and financial resources should be reflected upon separately.

4.6 ESG Standard 3.6 Internal quality assurance and professional conduct [applicable if included in the ToR]

4.7 ESG Standard 3.7 Cyclical external review of agencies [applicable if included in the ToR]

5. Design and implementation of the agency's EQA activities related to the focus areas of Part 2 of the ESG¹ [applicable if any standard of Part 2 of the ESG is included in the ToR]

This section describes how the agency addresses and complies with those standards of Part 2 of the ESG that are included in the ToR, including evidence and analysis of the effectiveness of the agency's approach. Each standard under section 5 should be addressed individually for each QA activity of the agency within the scope of the review. In case the procedure for cross-border QA differs, this should be described here as well. This section also describes and reflects on the main findings and recommendations of the last full review as well as subsequent actions taken by the agency. For standards considered to be partially compliant with the ESG in the last full review, there should be a

¹ If the agency has introduced a new activity that may impact the agency's level of compliance with Part 3 of the ESG (e.g. resources), this impact should be reflected under the relevant standard (e.g. ESG 3.5 Resources). In other words, any standard of Part 3 of the ESG that is impacted by a new activity needs to be addressed in the SAR even if this standard is not included in the ToR.

special focus on the improvements made/implemented at the agency. For ESG 2.1 and any self-selected standard for enhancement from Part 2 of the ESG, the reflections should be made in the context of the agency's ongoing major developments (e.g. in accordance with the agency's strategic plan and the SWOT analysis submitted as per PART III of this guide). Each sub-section under section 5 should conclude with a brief critical reflection on the presented facts. Additionally, if the agency has introduced a new external quality assurance activity to be reviewed against the ESG, the SAR should elaborate on all of the standards of Part 2 of the ESG.

5.1 ESG Standard 2.1 Consideration of internal quality assurance [applicable to all]

A mapping grid that summarises how the newly introduced EQA activity meets the standards of Part I of the ESG should be provided. If the agency was found partially compliant with this standard in the last full review, the mapping should include all the EQA activities of the agency.

For this standard the reflections should be made in the context of the agency's ongoing major developments (e.g. in accordance with the agency's strategic plan and the SWOT analysis submitted as per PART III of this guide).

5.2 ESG Standard 2.2 Designing methodologies fit for purpose [applicable if included in the ToR]

5.3 ESG Standard 2.3 Implementing processes [applicable if included in the ToR]

5.4 ESG Standard 2.4 Peer-review experts [applicable if included in the ToR]

5.5 ESG Standard 2.5 Criteria for outcomes [applicable if included in the ToR]

5.6 ESG Standard 2.6 Reporting [applicable if included in the ToR]

5.7 ESG Standard 2.7 Complaints and appeals [applicable if included in the ToR]

Complaints and appeals should be reflected upon separately.

PART III – SWOT ANALYSIS

This section analyses the agency's strengths, weaknesses, opportunities and threats in conducting external QA.

PART IV – CONCLUSIONS

Glossary of Terms

Annexes

The most crucial documentation (within reason) that supports the analysis of the report may be enclosed, as well as a recent analysis of feedback received from stakeholders and any cases of complaints and appeals, if applicable. These documents can also be provided in footnotes (with links) throughout the self-assessment report.