

**ENQA REVIEWERS' SEMINAR ON
TARGETED REVIEWS
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REPORTING ON THE EXTERNAL REVIEW

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BASIC PRINCIPLES

- The main outcome of the review process is the external review report (ERR) by the expert panel.
- The ERR is drafted by the review secretary, in collaboration with the review chair and panel member(s), on the basis of the SAR, the site visit, and the review panel's findings.
- The ERR should serve as a source of reliable and transparent information for the agency and all interested stakeholders.

THE PURPOSE OF THE ERR, SPECIFIC TO THE TARGETED REVIEW

- Provide sufficient information on the **agency's ESG compliance for the focus areas** (as per ToR) and report on the **transfer of compliance for standards from the previous review** that are not addressed in the targeted review.
 - The purpose of the ERR is to enable the EQAR RC (or the ENQA Board) to decide on the overall ESG compliance of the agency.
- Provide the agency with **recommendations and suggestions** on the focus areas to support its further development.
- Elaborate on the **developmental dialogue** that took place with the agency and its stakeholders on ESG 2.1 and the **self-selected ESG standard for enhancement**.
- The targeted ERR should be read together with the ERR of the agency's last full review against the ESG.

STRUCTURE OF THE ERR

- The ERR should follow the template as provided by ENQA
 - Template includes detailed guidance on what to include in each section
- The targeted ERR template is aligned with that of the full ERR but takes into account the characteristics of the targeted review
- The final targeted review report should normally be around 20-30 pages (excluding essential annexes).

CONTENTS	1
EXECUTIVE SUMMARY	3
INTRODUCTION	5
BACKGROUND OF THE REVIEW AND OUTLINE OF THE REVIEW PROCESS	5
BACKGROUND OF THE REVIEW.....	5
SCOPE OF THE REVIEW	5
MAIN FINDINGS OF THE [YEAR OF PREVIOUS REVIEW] REVIEW.....	6
REVIEW PROCESS.....	6
CHANGES WITHIN THE AGENCY	7
HIGHER EDUCATION AND QUALITY ASSURANCE SYSTEM.....	7
[AGENCY]'S ORGANISATION /STRUCTURE.....	7
[AGENCY]'S FUNDING.....	7
[AGENCY]'S FUNCTIONS, ACTIVITIES, PROCEDURES.....	7
FINDINGS: COMPLIANCE OF [AGENCY] WITH THE STANDARDS AND GUIDELINES FOR QUALITY ASSURANCE IN THE EUROPEAN HIGHER EDUCATION AREA (ESG) WITHIN THE SCOPE OF THE REVIEW	8
ESG PART 3: QUALITY ASSURANCE AGENCIES	8
ESG 3.1 ACTIVITIES, POLICY, AND PROCESSES FOR QUALITY ASSURANCE.....	8
ESG 3.2 OFFICIAL STATUS.....	9
ESG 3.3 INDEPENDENCE.....	10
ESG 3.4 THEMATIC ANALYSIS.....	11
ESG 3.5 RESOURCES.....	12
ESG 3.6 INTERNAL QUALITY ASSURANCE AND PROFESSIONAL CONDUCT.....	14
ESG 3.7 CYCLICAL EXTERNAL REVIEW OF AGENCIES.....	15
ESG PART 2: EXTERNAL QUALITY ASSURANCE	16
ESG 2.1 CONSIDERATION OF INTERNAL QUALITY ASSURANCE.....	16
ESG 2.2 DESIGNING METHODOLOGIES FIT FOR PURPOSE.....	17
ESG 2.3 IMPLEMENTING PROCESSES.....	18
ESG 2.4 PEER-REVIEW EXPERTS.....	19
ESG 2.5 CRITERIA FOR OUTCOMES.....	20
ESG 2.6 REPORTING.....	22

ESG 2.7 COMPLAINTS AND APPEALS.....	23
ENHANCEMENT AREAS	25
ESG [XX].....	25
ADDITIONAL OBSERVATIONS (optional section)	26
HEADING 1.....	26
HEADING 2.....	26
CONCLUSION	27
SUMMARY OF COMMENDATIONS.....	27
OVERVIEW OF JUDGEMENTS AND RECOMMENDATIONS.....	27
SUGGESTIONS FOR FURTHER IMPROVEMENT.....	27
ANNEXES	28
ANNEX 1: PROGRAMME OF THE SITE VISIT.....	28
ANNEX 2: TERMS OF REFERENCE OF THE REVIEW.....	29
ANNEX 3: GLOSSARY.....	30
ANNEX 4. DOCUMENTS TO SUPPORT THE REVIEW.....	31
DOCUMENTS PROVIDED BY [THE AGENCY].....	31
OTHER SOURCES USED BY THE REVIEW PANEL [IF ANY].....	31

WRITING UP FINDINGS I/2

- All ESG standards that are listed as the focus areas in the terms of reference need to be fully covered.
- Under each ESG standard, the report should include:
 - **EVIDENCE**: a short description of the evidence gathered – making reference to meetings or documentation explored and – where relevant – to changes implemented since the last full review;
 - **ANALYSIS**: a consideration of how far, based on the evidence available, the agency does (or does not) meet the ESG standard and eventual reasons or explanations for any lack of compliance;
 - **CONCLUSION** (judgement on compliance): an explanation of how compliant the agency is, in the opinion of the panel (based on the evidence and analysis), with the ESG standard.
 - **RECOMMENDATIONS**: logically follow the ESG standard and derive from the judgement on compliance
 - **SUGGESTIONS (if any)**: for further improvement, no follow-up obligation
 - **COMMENDATIONS (if any)**: highlight and promote good practice and excellence

WRITING UP FINDINGS 2/2



Under each standard the link between evidence, analysis, and conclusions should be mutually supportive



The progress in respect to the previous review should be clearly indicated through analysis on how the agency has addressed the provided recommendations. The report should also consider EQAR RC conclusions + issues from change reports if included in ToR



For EQAR-purposes the panel should refer to EQAR's [Use and Interpretation of the ESG](#) document



The findings section should reveal both the evidence and the analysis behind the panel's conclusions to enable the EQAR RC (or the ENQA Board) to decide on agency's compliance with the ESG and to reach a sound conclusion.

3-POINT COMPLIANCE ASSESSMENT

2016		2021
Fully compliant	The agency is entirely in accordance with the ESG standard, which is implemented in an effective manner.	Compliant
Substantially compliant	The agency is to a large extent in accordance with the ESG standard, the principle/spirit of which is followed in practice.	
Partially compliant	Some aspects or parts of the ESG standard are met while others are not. The interpretation of the ESG standard is correct, but the manner of implementation is not effective enough.	Partially compliant
Non-compliant	The agency fails to comply with the ESG standard.	Non-compliant

JUDGEMENT ON STANDARDS

- All ESGs included in the focus areas are graded (C, PC, NC)
- EXCEPT agency's self-selected ESG for enhancement is NOT graded
 - but the panel is asked to evaluate the progress, comment on the implemented changes, and provide suggestions for further development.

ENHANCEMENT AREAS

This chapter includes panel's reflection on the agency's self-selected ESG standard(s) for enhancement, including providing suggestions for the agency's consideration. The panel's elaboration on the enhancement areas should be put into the context of the agency's ongoing major developments (e.g., in accordance with the agency's strategic plan and the submitted SWOT analysis). This box to be deleted before publishing.

ESG [xx]

Lorem ipsum...

TRANSFER OF COMPLIANCE

- ERR should include panel's statement on transfer of compliance for standards from the previous review that are not addressed in the targeted review

Summary of agency's compliance with the ESG (Parts 2 and 3)

ESG	Compliance according to the targeted review	Compliance transferred from the last full review ¹
2.1	[e.g. Compliant]	N/A
2.2		[e.g. Substantially compliant → Compliant]
2.3		
2.4		
2.5		
2.6		
2.7		
3.1		

MAIN FINDINGS OF THE [YEAR OF PREVIOUS REVIEW] REVIEW

A summary of the conclusions/levels of compliance of the previous review should be mentioned here (if the agency is registered in EQAR, the levels of compliance follow EQAR Register Committee's decisions, otherwise the levels of compliance follow the ENQA Board's decision). If there are no changes within the agency and unless new evidence points to the contrary since the last review, the panel should acknowledge the status of the ESG standards that were found to be in compliance with the ESG during the last full review. This box to be deleted before publishing.

Lorem ipsum

OVERALL JUDGEMENT ON COMPLIANCE

- The panel is expected to comment whether the agency is in compliance with the ESG.
- The overall judgement on compliance will result from consideration of the judgements of standards that were part of the focus areas for the targeted review, and for the rest of the standards the findings from the last full review (provided that the panel does not discover any other issue related to the ESG compliance during the targeted review).
- The overall judgement on compliance does not result from a mathematical calculation.
- However, a case of non-compliance for any individual standard would normally lead to a judgement that the agency is not compliant with the ESG overall.



THANK
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