

# **Training Workshop for Reviewers Institutional Review Sri Lankan Universities & HEIs**

## **Institutional Review Report**

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# Institutional Review Report

**The Institutional Review Report (IRR)** is compiled by the Review Team once the institutional review has been completed and is the final outcome of the review visit

The report will culminate in an overall judgment of the level of accomplishment by the university with regard to the quality of its education provision and the standard of its awards



# Purpose of the Report

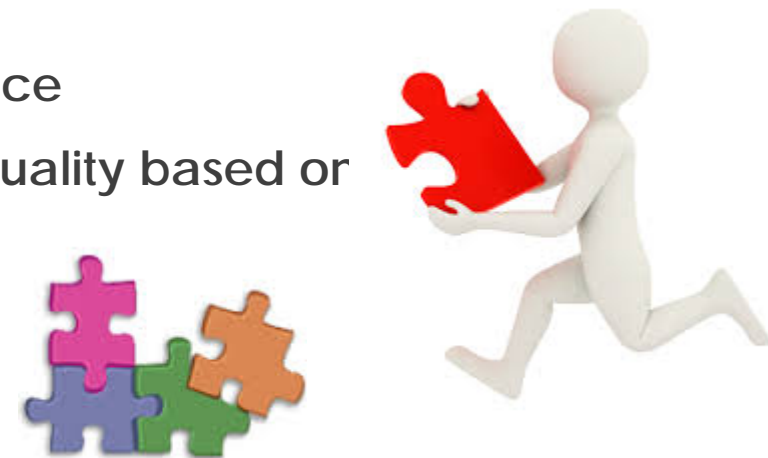
The purpose of the IRR is to inform the institution and external parties of the review findings and to provide a reference point to support and guide staff in continuing quality assurance activities towards quality enhancement and excellence



# Institutional Review Report

The IRR will include

- a brief introduction to the University/HEI and its review context
- a brief description of the review process
- the review team's view of the University/HEI's self evaluation report (SER )
- commentary on the actual criterion wise scores achieved by the institution under the ten criteria of the institutional review listed
- overview of the University's/HEI's approach to Quality Assurance
- final assessment of performance of the institution in terms of Quality based or institution wise score or University/HEI score
- commendations and recommendations
- summary



# Review Judgments

- The new Institutional Review Manual identifies ten broad areas for scrutiny that all universities and other HEIs in Sri Lanka will be subject to at regular intervals of time ( five years in general)
- Universities affirm different missions and there are acknowledged differences in size, age and maturity of institutions
- It is important that the review process does not unreasonably and inaccurately measure all Universities/HEIs by a fixed 'gold standard'



# Format of the Report

Section 1 - Brief introduction to the university and its review context

Section 2 – Review team's view of the University's/HEI's Self - evaluation (SER)

Section 3 - A brief description of the Review Process

Section 4 - Overview of the University's approach to Quality and Standards

Section 5 - Commentary on the ten criteria of Institutional Review

Section 6 - Grading of Overall Performance of the University/HEI

Section 7 - Commendations and Recommendations

Section 8 – Summary



# Section 1 – Brief introduction to the university and its review context

- ▶ introduce the University/HEI and the context for the review
- ▶ This section will also summarize the outcomes of previous subject reviews and any interim institutional review reports which may have preceded this final report
- ▶ key issues within the ten criteria of institutional review which the team has identified for particular scrutiny or as requiring correction





## Section 2 - Review team's view of the University's/HEI's Self - evaluation (SER)

- ▶ The SER should have been prepared according to the guideline given in this manual
- ▶ The SER should have mentioned the issues identified and recommendations contained in previous IR reports and state whether remedial action had been taken to correct any deficiencies so as to instill confidence among all stakeholders
- ▶ the review team needs to identify the strengths and limitations of the SER, the sufficiency and the reliability of the evidence provided, comment on the SWOT analysis and mention areas that have been identified for particular scrutiny during the current review





## Section 3 - A brief description of the Review Process

- ▶ describe the steps involved in preparation by the review team and by the institution prior to the institutional review
- ▶ the review team's satisfaction with the arrangements made by the institution to facilitate the conduct of the review in a cost effective manner with minimal wastage of time during the five day period



# Section 4 - Overview of the University's approach to Quality and Standards

- ▶ This presents the review team's observations on the overall approach of the university to quality assurance and management

**“Internal Quality Assurance is an ongoing process which is built into the day to day routine activities of an institution”**

- ▶ This section will describe the key features of the university's approach and arrangements to quality assurance, any recent and proposed developments and evidence from the SER of the university's capacity to take action to remedy weaknesses and seek improvement



# ...Overview of the University's approach to Quality and Standards

The commentary could include whether,

- ✓ internal quality assurance processes being looked at by the University/HEI involve one or more of those listed in the IQA manual
- ✓ existing practices within these processes have contributed to maintenance of standards
- ✓ the institution has taken necessary steps to identify and implement measures that would enhance quality and achieve excellence



# Section 5 - Commentary on the ten criteria of Institutional Review

- ▶ This presents the review team's analysis of the effectiveness of the university's/HEI's processes under each of the ten criteria
- ▶ The commentary would focus on the objective (quantitative) assessment of standard-wise scores and actual criteria-wise scores calculated according to the respective weightages allotted to the ten criteria
- ▶ This section will conclude with a commentary on the overall (global/qualitative) impression of the review team on the capacity of the University/HEI to achieve and maintain the highest standards and quality expected under the ten criteria within the existing constraints of the particular University/HEI



# Section 6 - Grading of Overall Performance of the University/HEI

This will set out the review team's assessment of the level of accomplishment of quality expected of an academic institution based on the grading of performance of a University/HEI under the categories of Grade A,B,C, or D

The University/HEI score is derived from the sum of all actual criterion-wise scores expressed as a percentage

The University/HEI percentage score together with minimum weighted criterion-wise score for each criterion will give a Grade of A, B, C or D to the University that has undergone the Institutional review



| <b>University/<br/>HEI<br/>score%</b> | <b>Actual criteria- wise<br/>score</b>  | <b>Grade</b> | <b>Performance<br/>descriptor</b> | <b>Interpretation of descriptor</b>  |
|---------------------------------------|---|--------------|-----------------------------------|--|
| $\geq 80$                             | Equal to or more than the minimum weighted score for each of all 10 criteria (Table 4.3). | <i>A</i>     | <i>Very Good</i>                  | <i>High level of accomplishment of quality expected of an academic institution; should move towards excellence</i>                               |
| 70 - 79                               | Equal to or more than the minimum weighted score for nine of the 10 criteria (Table 4.3)  | <i>B</i>     | <i>Good</i>                       | <i>Satisfactory level of accomplishment of quality expected of an academic institution; room for improvement</i>                                 |
| 60 – 69                               | Equal to or more than the minimum weighted score for eight of the 10 criteria (Table 4.3) | <i>C</i>     | <i>Satisfactory</i>               | <i>Minimum level of accomplishment of quality expected of an academic institution; definitely requires improvement</i>                           |
| <60                                   | Irrespective of minimum weighted criterion scores.  | <i>D</i>     | <i>Unsatisfactory</i>             | <i>Inadequate level of accomplishment of quality expected of an academic institution: Needs significant degree of improvement in all aspects</i> |

## Section 7 - Commendations and Recommendations

- ▶ the commendations of policy and procedures for higher education, areas of good and innovative practice, quality of research and publications, approval and review of programs and awards, quality of teaching and students' assessments, research and innovations, community engagement, national and international collaborations, management information systems etc
- ▶ This section will also make recommendations for remedial actions needed to bring about improvement and quality enhancement



## Section 8 – Summary

a summary of the review team's main findings as given under the different sections of the report and will be no longer than 1000 words

# Procedure for Submission of the Report

- ▶ Members of the review team will take responsibility for individual sections of the report
- ▶ The Chair of the Institutional Review Team will coordinate the sections of the report to produce the final comprehensive report agreed to by the team
- ▶ The review team will submit a draft report to the QAAC
- ▶ The QAAC will send a copy of the draft report to the university

# Request for Discussion

- ▶ The review team would already have given an indication of its conclusions at the final meeting at the conclusion of the review visit
- ▶ However, on receiving the draft report from the QAAC, the university may ask for a further discussion with the review team about the contents of the report, prior to publication
- ▶ The meeting to discuss any clarifications should take place within three months of the university making the request and may last up to one day
- ▶ The meeting should normally be chaired by a member of the QAAC
- ▶ The chair of the meeting should not be a member of the university concerned, nor should he or she have any other close links with it

- ▶ Others present at the meeting will be members of the review team (all if possible, but at least two), and representatives chosen by the university, who are likely to be staff who participated in the review and members of the senior management of the university
- ▶ Detailed notes of the meeting should be taken by a representative of the QAAC
- ▶ The discussion is likely to focus on one or more of the following:
  - ✓ A request from the University/HEI for clarification of one or more of the statements made in the draft report
  - ✓ A request from the University/HEI that one or more of the statements in the report be changed

# Publication of the Report

The publication process and follow up action plan by the QAAC

