Training Workshop for Reviewers Undergraduate Study Programs Sri Lankan Universities & HEIs

Self-Evaluation Report

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Self-Evaluation Report

The SER reflects the self - assessment of the Faculty/ Institute of the quality of the study program and its strengths, weaknesses and areas for improvement

Purpose of the Self Evaluation Report

to provide the review team with an account of the performance of the program of study with respect to the eight criteria and the standards thereof

Scope of the Self-Evaluation Report

The SER reflects the following aspects pertaining to the particular program of study:

- Degree of internalization of best practices and level of achievement of Standards

- Degree to which the claims are supported by documented evidence

- Accuracy of the data and statements made in the SER

Guidelines for Preparation of the SER

Section 1. Introduction to the study program

- Graduate profile and intended learning outcomes of the study program
- Number of Departments contributing to the program
- Number of students enrolled and their choices of subject combinations
- Numbers and profile of the academic, academic support and non-academic staff
- Learning resource system (library, ELTU, laboratories, computer facilities etc.)
- Student support system and management

Section 2. Process of preparing the SER

- Appointment of SER writing team with the ToR
- Composition and responsibilities of working teams in charge of the chapters and criteria
- Familiarization of the program review manual and the methodology of the review process
- Activity schedules of the working teams and methods of collection of information
- Collation of data and evidence and analysis and synthesis of the draft report by the working groups
- Compilation into a draft SER by the Chairperson of the writing team
- Forum to discuss the draft report
- Finalizing the report and submission
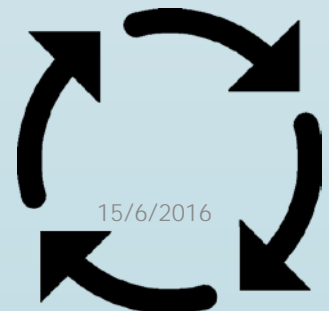
Section 3. Compliance with the Criteria and Standards

- This section should be structured as eight sub-sections under the eight criteria in the same order as prescribed in the manual

- It is advised to prepare each sub-section of this section in tabular form using the template given in the Appendix

- Under each criterion, column 01 should carry the serial number of the standard, column 02 the Study Program's claims of compliance, column 03 the documentary evidence to support each claim of compliance, and column 04 the codes of the evidence used

- At the end of each sub-section, a summary statement on how the program has complied with the Standards of the respective Criterion should be made in the appropriate box assigned for the purpose

COMPLiANCE

Section 4. Summary

The summary should convey to the review team the effectiveness of the ways in which the Faculty/ Institute discharges its responsibility for maintaining academic standards prescribed in the Program Review Manual and quality of the awards of its program of study

Length of the SER

- ✓ The self-evaluation report should be concise and analytical, self-explanatory and readily understandable, with references to all relevant evidence

- ✓ It should not exceed 8,000 words (using Times New Roman in 12 point font size with 1.5 line space on A 4 size pages) excluding appendices

- ✓ Appendices should provide only the pertinent information to the main text