

Self-evaluation report template of a higher educational institution[[1]](#footnote-2)

 [Name of the higher education institution]

...

 [Logo of the institution]

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# **Part I: Introduction**

## **Description of the institution**

(This part should indicate the brief information about the institution (ex. Historic overview, main priorities and indicators)

## **General information about the institution**

Please, indicate the factual information valid for the moment of application

|  |  |
| --- | --- |
| Name |  |
| Name in Georgian |  |
| Legal form |  |
| Type |  |
| ID number |  |
| Main address (Street, N, city/municipality, postal index, state) |  |
| Web-site |  |
| E-mail address |  |
| Phone number |  |
| Head |  |
| Head’s E-mail address |  |
| Head’s mobile phone number |  |
| Head of administration |  |
| E-mail address of the head of administration |  |
| Mobile phone number of the head of administration |  |
| Head of quality assurance department/person responsible for quality assurance function |  |
| E-mail address of the head of quality assurance department/person responsible for quality assurance function |  |
| Mobile phone number of the head of quality assurance department/person responsible for quality assurance function |  |
| Information about the authorization of the institution (if applicable) |  |
| Date and number of the decision |  |
| Authorization expiration date |  |

## **Quantitative data**

## **3.1 Programmes[[2]](#footnote-3)**

|  |
| --- |
| **Number of educational programmes** |
| Bachelor |  |
| Master |  |
| One-cycle |  |
| Doctoral |  |
| Teacher training programme (60 ECTS) |  |
| Georgian language preparation programme |  |
| Number of accredited programmes |  |
| Number of accredited programmes by international organization  |  |
| Number of joint educational programmes[[3]](#footnote-4) |  |
| Number of exchange programmes |  |

### **3.2 Students[[4]](#footnote-5)**

|  |  |
| --- | --- |
|  The marginal number of students requested by the HEI |  |
| Actual marginal number of students |  |
|  | Active status | Suspended status | Programme graduation rate |
| The total number of students |  |  |  |
| Bachelor |  |  |  |
| Master |  |  |  |
| One-cycle |  |  |  |
| Doctoral |  |  |  |
| Teacher training programme (60 ECTS) |  |  |  |
| Georgian language preparation programme |  |  |  |
| Number of international students |  |  |  |
| Number of the students with special educational needs |  |  |  |

### **3.3 Staff[[5]](#footnote-6)**

|  |  |
| --- | --- |
|  The data regarding HEI staff  |  |
| Total number of the staff (including academic, scientific, invited, administrative, support staff) |  |
| Total number of academic staff |  |
| * Professor
 |  |
| * Aassociate professor
 |  |
| * Assistant professor
 |  |
| * Assistant
 |  |
| Total number of scientific staff |  |
| * Scientist / Researcher
 |  |
| * Postdoctoral researcher
 |  |
| Total number of affiliated academic staff |  |
| * Affiliated professor
 |  |
| * Affiliated associate professor
 |  |
| * Affiliated assistant professor
 |  |
| * Affiliated assistant
 |  |
|  The number of international academic/scientific/invited staff involved in teaching  |  |
| The number of international academic/scientific/invited staff involved in research |  |
| Invited staff involved in teaching  |  |
| Administrative and support staff |  |

### **3.4 Other quantitative data**

|  |  |
| --- | --- |
| Number of researches conducted within the latest aauthorization period and ongoing researches |  |
| Number of scientific-research institutes |  |
| Total budget of the HEI |  |
| Budget allocated for research and scientific activities |  |
| Budget allocated for library development and functioning |  |
| Usage of international scientific databases |  |
| Size of student dormitory |  |

## **Total area of a building[[6]](#footnote-7)**

|  |  |
| --- | --- |
| **Total area of the institution given in square meters** |  |
| **Size of the institution’s area used for the academic purposes given in square meters** |  |
| **Size of the institution’s auxiliary area given in square meters** |  |

## **Benchmarks[[7]](#footnote-8)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Actual benchmark | Target benchmark | Estimated date of reaching the  target benchmark [[8]](#footnote-9) |
| Ratio of the academic and scientific staff to the total number of the administrative and support staff |  |  |  |
| Ratio of the academic and scientific staff to the total number of the staff |  |  |  |
| Ratio of the academic and scientific staff number to the number of invited staff |  |  |  |
| Ratio of the academic, scientific, invited staff number to the number of students |  |  |  |
| Ratio of the academic, scientific, invited staff number to the number of the higher educational programmes |  |  |  |
| Ratio of the administrative staff number to the number of students |  |  |  |
| Ratio of the affiliated staff number to the total number of academic and invited staff |  |  |  |
| Ratio of the affiliated staff number to the number of students |  |  |  |
| Ratio of the number of supervisors and doctoral students |  |  |  |
| Retention rate for academic staff  |  |  |  |
| Retention rate for invited staff |  |  |  |
| Retention rate for administration and support staff  |  |  |  |
| The employment rate of alumni (the latest authorization period)[[9]](#footnote-10) |  |  |  |
| The employment index of Alumni by their qualification (the latest authorization period) |  |  |  |
| The index of defended doctoral dissertations after receiving authorization  |  |  |  |
| Ratio of administrative expenses to the total budget |  |  |  |
| Ratio of the budget allocated for research/art, developmental, creative activities to the total HEI budget |  |  |  |
| *(other benchmarks established by HEI)* |  |  |  |
| *(other benchmarks established by HEI)* |  |  |  |
| *(other benchmarks established by HEI)* |  |  |  |

## **Self-evaluation team and brief description of the self-evaluation process**

Describe the composition of the self-evaluation group, areas of their responsibilities and the entire process of the self-evaluation (approx. 1200 words)

# **Part II: Assessment of compliance with authorization standards**

The self-evaluation report shall indicate the analysis and assessment of results of HEI performance, it shall also indicate the ways and means of performance improvement. The self-evaluation must be written in a clear and sound manner. Statements presented in the self-evaluation report must be proven with arguments and evidences, quantitative and qualitative data. In order to present the statistical data and factual information in a clear manner, the HEI can include relevant graphic images in the text.

In order to recognize the institution as an applicant for authorization, the presented self-evaluation report must be completely filled out. The template is considered as completely filled out if:

* all of the fields indicated in the self-evaluation report are filled out (in case of the lack of particular information by self-evaluation period an appropriate explanation shall be presented);
* the information presented in the self-evaluation report directly refers to the requirements of the description and evaluation criteria of particular standard's components;
* while presenting the evidences for the information provided, the documents and types of information listed in the "evidences/indicators'" column of the standards' document are taken into consideration all the documents, which are referred in self-evaluation report should be numbered in a consistent manner and presented as annex.
* Strengths and Areas for Improvement shall be presented regarding all standards considering the components of each of them.

## **Mission and strategic development of the HEI**

Mission statement of a HEI defines its role and place within higher education area and broader society. Directions for strategic development plan of HEI corresponds with the mission of an institution, are based on the goals of the institution and describe means for achieving these goals.

|  |
| --- |
| **Mission of HEI** |
| * Mission Statement of HEI corresponds to Georgia’s and European higher education goals, defines its role and place within higher education area and society, both locally and internationally.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |
| **Strategic Development** |
| * HEI has a strategic development (7-year) and an action plans (3-year) in place.
* HEI contributes to the social development of the country, shares with the society the knowledge gathered in the institution, and facilitates lifelong learning.
* HEI evaluates implementation of strategic and action plans, and duly acts on evaluation results.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |

* **Strengths and Areas for Improvement**

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

|  |
| --- |
| **Strengths** |
|  |
| **Areas for improvement**  |
|  |

## **Organizational structure and management of HEI**

Organizational structure and management of the HEI is based on best practices of the educational sector, meaning effective use of management and quality assurance mechanisms in the management process. This approach ensures implementation of strategic plan, integration of quality assurance function into management process, and promotes principles of integrity and ethics.

|  |
| --- |
| **Organizational structure and management** |
| * Organizational structure of HEI ensures implementation of goals and activities described in its strategic plan.
* Procedures for election/appointment of the management bodies of HEI are transparent, equitable, and in line with legislation.
* HEI’s Leadership/Management body ensures effective management of the activities of the institution.
* Leadership of the HEI supports international cooperation of the institution and the process of internationalization, considering the mission and objectives of the HEI.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |
| **Internal quality assurance mechanisms** |
| * Institution effectively implements internal quality assurance mechanisms. Leadership of the institution constantly works to strengthen quality assurance function and promotes establishment of quality culture in the institution.
* HEI has a mechanism for planning student body, which will give each student an opportunity to get a high quality education.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |
| **Defending principles of ethics and integrity** |
| * HEI has developed regulations and mechanisms that follow principles of ethics and integrity. Such regulations are publicly accessible.
* Institution has implemented mechanisms for detecting plagiarism and its prevention.
* HEI follows the principles of academic freedom.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |

* **Strengths and Areas for Improvement**

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

|  |
| --- |
| **Strengths** |
|  |
| **Areas for improvement**  |
|  |

## **Educational Programmes**

HEI has procedures for planning, designing, approving, developing and annulling educational programmes. Programme learning outcomes are clearly defined and are in line with the National Qualifications Framework. A programme ensures achievement of its objectives and intended learning outcomes.

|  |
| --- |
| **Design and development of educational programmes** |
| * HEI has a policy for planning, designing, implementing and developing educational programmes.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |
| **Structure and content of educational programmes** |
| * Programme learning outcomes are clearly stated and are in line with higher education level and qualification to be granted.
* With the help of individualized education programmes, HEI takes into consideration various requirements, needs and academic readiness of students, and ensures their unhindered involvement into the educational process.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |
| **Assessment of learning outcomes** |
| * HEI has law-compliant, transparent and fair system of learning outcomes assessment, which promotes the improvement of students’ academic performance.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |

* **Strengths and Areas for Improvement**

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

|  |
| --- |
| **Strengths** |
|  |
| **Areas for improvement**  |
|  |

## **Staff of the HEI**

HEI ensures that the staff employed in the institution (academic/scientific/invited/administrative/ support) are highly qualified, so that they are able to effectively manage educational/research/scientific/creative/performing and administrative processes and achieve the goals defined by the strategic plan of the institution. On its hand, the institution constantly provides its staff with professional development opportunities and improved work conditions.

|  |
| --- |
| **Staff Management** |
| * HEI has staff management policy and procedures that ensure the implementation of educational process and other activities defined in its strategic plan.
* HEI ensures the employment of qualified academic/scientific/invited/administrative/ support staff.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |
| **Academic/Scientific and Invited Staff Workload** |
| * Number and workload of academic/scientific and invited staff is adequate to HEI’s educational programmes and scientificresearch/creative/performing activities, and also other functions assigned to them.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |

* **Strengths and Areas for Improvement**

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

|  |
| --- |
| **Strengths** |
|  |
| **Areas for improvement**  |
|  |

## **Students and their support services**

HEI ensures the development of student-centred environment, offers appropriate services, including career support mechanisms; it also ensures maximum awareness of students, implements diverse activities and promotes student involvement in these activities. HEI utilizes student survey results to improve student support services.

|  |
| --- |
| **The Rule for obtaining and changing student status, the recognition of education, and student rights** |
| * For each of the educational levels, HEI has developed regulations for assignment, suspension and termination of student status, mobility, qualification granting, issuing educational documents as well as recognition of education received during the learning period.
* HEI ensures the protection of student rights and lawful interests.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |
| **Student support services** |
| * HEI has student consulting services in order to plan educational process and improve academic performance.
* HEI has career support service, which provides students with appropriate counselling and support regarding employment and career development.
* HEI ensures students awareness and involvement in various university-level, local and international projects and events, and supports student initiatives.
* HEI has mechanisms, including financial mechanisms to support low SES students.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |

* **Strengths and Areas for Improvement**

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

|  |
| --- |
| **Strengths** |
|  |
| **Areas for improvement**  |
|  |

## **Research, development and/or other creative work**

Higher Education Institution, considering its type and specifics of field(s), works on the strengthening of its research function, ensures proper conditions to support research activities and improve the quality of research activities.

|  |
| --- |
| **Research Activities** |
| * HEI, based on its type and specifics of its fields, carries out research/creative activities.
* Ensuring the effectiveness of doctoral research supervision.
* HEI has public, transparent and fair procedures for the assessment and defense of dissertations which are relevant to the specifics of the field.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |
| **Research support and internationalization** |
| * HEI has an effective system in place for supporting research, development and creative activities.
* Attracting new staff and their involvement in research/arts-creative activities.
* University works on internationalization of research, development and creative activities.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |
| **Evaluation of Research Activities** |
| * HEI has a system for evaluating and analysing the quality of research/creative- activities, and the productivity of scientific-research units and academic/scientific staff.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |

* **Strengths and Areas for Improvement**

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

|  |
| --- |
| **Strengths** |
|  |
| **Areas for improvement**  |
|  |

## **Material, information and financial resources**

Material, information and financial resources of HEI ensure sustainable, stable, effective and efficient functioning of the institution, and the achievement of goals defined through strategic development plan.

|  |
| --- |
| **Material resources** |
| * The institution possesses or owns material resources (fixed and liquid assets) that are used for achieving goals stated in the Mission Statement, adequately responds to the requirements of educational programmes and research activities, and corresponds to the existing number of students and planned enrolment.
* HEI offers environment necessary for implementing educational activities: sanitary units, natural light possibilities, and central heating system.
* Health and safety of students and staff is protected within the institution.
* HEI has adapted environment for people with special needs.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |
| **Library resources** |
| * Library environment, resources and service support effective implementation of educational and research activities, and HEI constantly works for its improvement.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |
| **Information Resources** |
| * HEI has created infrastructure for information technologies and its administration and accessibility are ensured.
* Electronic services and electronic management systems are implemented and mechanisms for their constant improvement are in place.
* HEI has a functional web-page in Georgian and English languages.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |
| **Financial resources** |
| * Allocation of financial resources described in the budget of HEI is economically achievable.
* Financial standing of HEI ensures performance of activities described in strategic and mid-term action plans.
* HEI financial resources are focused on effective implementation of core activities of the institution.
* HEI budget provides funding for scientific research and library functioning and development.
* HEI has an effective system of accountability, financial management and control.
 |
| **Description and assessment*** *Describe and assess the actual performance, ongoing and planned activities of the HEI referring the requirements of this standard component.*
 |
| **Evidences/indicators*** *Describe the evidences/indicators of this component indicating relevant documents or other evidences*
 |

* **Strengths and Areas for Improvement**

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

|  |
| --- |
| **Strengths** |
|  |
| **Areas for improvement**  |
|  |

# Part III: Annexes

|  |
| --- |
| **The information, that should be included in self-evaluation report in form of text, graphical visualization and attached document[[10]](#footnote-11);** |
| **Mission and strategic development of HEI** [x]  Mission of HEI [x]  The strategic development plan (7 years) and action plan (3 years);[x]  The methodology of strategic planning;* The implemented and planned activities for contribution in development of society;

[x]  The monitoring mechanisms of strategic development and action plan implementation;[x]  Annual reports of HEI (considering the action plan)**Organizational structure and management of HEI**[ ]  The structure of HEI;[x]  Functions of structural unit of the HEI; [x]  Procedures for election/appointment of staff at management bodies of HEI;* Procedures of correspondence of HEI;

[x]  Business continuity plan.[x]  Evaluation and monitoring mechanism for efficiency of management;[x]  Internalization policy;* The international cooperation and internationalization mechanisms and evaluation of their efficiency;
* Mechanisms for attracting international students and staff (if applicable).
* The survey results of staff and students regarding international cooperation and internationalization;

[x]  Description of quality assurance mechanisms and assessment of their efficiency; [x]  The analysis of survey results (e.g. student, staff surveys, etc.) and relevant reports;[x]  Procedure for using the results of quality assurance and relevant reports; [x]  The mechanism, methodology and benchmarks for planning student body; * Rules of ethics and conduct and procedures of responding on their violations;
* Mechanisms for detection and prevention of plagiarism and procedures of responding on plagiarism cases.
* Internal regulations of the HEI

 **Educational Programmes** [x]  Methodology of planning, developing and improving educational programmes;[x]  Educational programmes and syllabi[[11]](#footnote-12);* The demand of labor market and employers;
* Analysis of the survey results of students, alumni, employers in order to develop educational programmes and report on using the results;
* Alumni tracer study regarding their career (including employment rate by their qualification) and academic development.
* The monitoring results of students’ academic performance;
* Procedures approval, amendment and cancellation of programmes;
* Mechanisms of ensuring provision of education for students’ in case of amending/canceling the educational programme;

[x]  Rules of planning, implementing and evaluating scientific-research component; * Academic calendar;
* Mechanisms to inform stakeholders regarding educational programmes;
* Methodology of elaborating individual curriculum;

**Staff of the HEI**[x]  The staff management policy, relevant regulations (including mechanisms for attracting, selecting, recruiting and professional development of staff) and result of their implementation; [x]  Private files of staff[[12]](#footnote-13); * Distribution of academic and scientific staff by age and sex;
* Competition documentation of academic staff (competition announcement, selection and/or hiring statement);

[x]  The results of evaluation staff performance and their satisfaction survey and its use for staff management and development; * Job descriptions and staff qualification requirements;
* Samples of contracts signed with staff;

[x]  Workload of academic/scientific/invited staff and individual workload rate of academic staff (considering the workload of staff in other HEI)[x]  Affiliation rules and terms of academic staff;* Methodology for defining the number of academic, scientific and invited staff by programmes.

**Students and their support services**[x]  The samples of contracts signed between HEI and student;* Mechanism to protect student rights and legislative interests;
* Student’s career support services

[x]  Alumni tracer studies regarding their career (including employment with received qualification) and academic development; * Implemented and planned student initiatives/projects;
* Supporting instruments for vulnerable students and its results;

 **Research, development and/or other creative work**[x]  The scientific/creative/performing activities of academic and scientific staff of HEI;* Memorandums of cooperation with economic agents and planned, ongoing and implemented research projects;

[x]  In case of university, the strategy for developing the fundamental and/or applied research/performative activities; * Brief descriptions of ongoing and planned scientific-research/creative projects;
* The students survey results regarding efficiency of supervising doctoral research and report on using the results;
* List of abstracts of Doctoral thesis’s during last 5 years and Master thesis’s during last 2 years presented by faculties;

[x]  In case of university the list of abstracts of doctoral dissertations defended during last 2 years and in case of teaching university the list of defended Master thesis’s abstracts during last 2 years; [x]  Regulations for assessing and defensing the doctoral thesis; * Public, transparent and fair procedures of funding research activities;
* Support mechanisms for research and creative activities;
* Strategy of attraction and inclusion of young new employees in scientific/creative activities of HEI;
* The students’ survey results regarding their participation in scientific/creative activities and relevant supporting initiatives;
* Joint research/creative activities and cooperation with international partners;

[x]  Quality assurance mechanism for research/creative activities and evaluation results; [x]  System of evaluation of scientific productivity of staff;[x]  Reports on implemented research activities by faculties/departments (taking into consideration the affiliation of academic staff);**Material, information and financial resources*** Documentation confirming possession of real estate, extraction from public registry;
* Documents certifying possession of current assets/ inventory records; Contract signed with practical/scientific-research institution;

[x]  The survey results of staff and students regarding material resources;* Document certifying orderly operation of heating and ventilation systems, and timeframe for their validity;
* Document certifying compliance with sanitary norms.
* Fire prevention and safety, first aid, and order mechanisms;
* Reports on on building and fire safety
* Adapted environment and/or further development plan;
* Documentation certifying possession of books/inventory records;
* Documents certifying involvement in international electronic scientific library databases;Statistics for use of electronic library databases;

[x]  Mechanisms of developing library resources and services and their renewal. * Rules and instructions of using library, organized meetings, consultations and other events;

[x]  The students survey results regarding existing library resources, environment and service; [x]  IT management policy and procedures, IT infrastructure * Contract with an internet provider.
* Information regarding electronic management system;
* Mechanism of development electronic management system
* Certifying document regarding possessing domain and hosting;
* Sources of funding;

[x]  HEI budget,[x]  Dynamics of funding during last 5 years, financial reports for current/previous reporting periods; * Regulation for the distribution of responsibilities, delegation, and accountability;
* Document on implementation of financial management and control system.
 |

### Annex 1. The list of higher education programmes by faculties/departments/schools should be presented in the following table

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Programme  | Teaching language | Qualification (qualification code) | ECTS | Programme status (authorized/accredited) | The date and number of relevant decision [[13]](#footnote-14) | The location of programme implementation  | \*Students’ employment rate | \*Alumni employment rate by their qualification  | \*Alumni employment |
| **Faculty**  |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| **Faculty** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **List of Joint Programmes** |
| # | Programme  | Teaching language | Qualification (qualification code) | ECTS | Programme status (authorized/accredited) | The date and number of relevant decision  | The location of programme implementation | \*Students’ employment rate | \*Alumni employment rate by their qualification  | \*Alumni employment |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |

### Annex 2. The data regarding students by faculties/departments/schools and programmes should be presented in the following timetable

|  |
| --- |
| **Faculty** |
|  | Programme | Cycle | Number of students | Number of international students  | Programme graduation rate |
| Active  | suspended |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| **Faculty** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

### Annex 3. Please present the data on academic, scientific and invited staff by faculties/departments/schools as indiciated in the table below:

|  |
| --- |
| **Faculty** |
| Number of staff (academic, scientific, invited) |  |
| **Total number of academic staff** |  |
| * professor
 |  |
| * associate professor
 |  |
| * assistant professor
 |  |
| * assistant
 |  |
| **Scientific staff**  |  |
| * Scientist
 |  |
| * Post-doctoral staff
 |  |
| **Total number of affiliated academic staff** |  |
| * affiliated professor
 |  |
| * affiliated associate professor
 |  |
| * affiliated assistant professor
 |  |
| * affiliated assistant
 |  |
| Foreign academic/invited staff involved in teaching process  |  |
| Foreign academic/invited staff involved in research process |  |
| Invited staff involved in teaching process |  |
| **Faculty:** |
| Number of staff (academic, scientific, invited) |  |
| **Total number of academic staff** |  |
| * professor
 |  |
| * associate professor
 |  |
| * assistant professor
 |  |
| * assistant
 |  |
| **Scientific staff**  |  |
| * Scientist
 |  |
| * Post-doctoral staff
 |  |
| **Total number of affiliated academic staff** |  |
| * affiliated professor
 |  |
| * affiliated associate professor
 |  |
| * affiliated assistant professor
 |  |
| * affiliated assistant
 |  |
| Foreign academic/invited staff involved in teaching process  |  |
| Foreign academic/invited staff involved in research process |  |
| Invited staff involved in teaching process |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Annex 4. Benchmarks by faculties/departments/schools | Actual Benchmarks | Target Benchmarks | Estimated date of reaching the  target benchmark |
| Ratio of the academic and scientific staff number to the number of invited staff |  |  |  |
| Ratio of the academic, scientific, invited staff number to the number of students |  |  |  |
| Ratio of the academic, scientific, invited staff number to the number of the higher educational programmes |  |  |  |
| Ratio of the affiliated staff number to the number of academic and invited staff |  |  |  |
| Ratio of the affiliated staff number to the number of students |  |  |  |
| Ratio of the number of supervisors and doctoral students |  |  |  |
| Retention rates of the academic staff |  |  |  |
|  The employment rate of Alumni by their qualification (the latest authorization period) |  |  |  |
| The rate of defended doctoral dissertations since the last authorization |  |  |  |
| *(other benchmarks defined by the HEI)* |  |  |  |
| *(other benchmarks defined by the HEI)* |  |  |  |
| *(other benchmarks defined by the HEI)* |  |  |  |

### Annex 5. Area of buildings per each address

|  |
| --- |
| **Total area of the institution per each address:** |
| Factual address (1) |  |
| Cadastral code of the real estate |  |
| Sq.m. |  |
| Factual address (2) |  |
| Cadastral code of the real estate |  |
| Sq.m. |  |

|  |
| --- |
| **Size of the institution’s auxiliary area per each address:** |
| Factual address (1) |  |
| Cadastral code of the real estate |  |
| Sq.m. |  |
| Factual address (2) |  |
| Cadastral code of the real estate |  |
| Sq.m. |  |

1. **Note:** The higher educational institution, that is planning to carry out or already carries out vocational educational programme/s must also complete and submit the self-evaluation report of vocational educational institution. [↑](#footnote-ref-2)
2. Detailed information regarding programmes by faculties should be presented by the table given in annex 1 [↑](#footnote-ref-3)
3. It implies only those joint programmes, which definition is given in the second article paragraph H48 in the Law on Higher Education [↑](#footnote-ref-4)
4. The data about students by faculties should be presented by the table given in Annex 2; [↑](#footnote-ref-5)
5. Data regarding academic and invited staff (with references of affiliated staff) by faculties should be presented by the table given in Annex 3 [↑](#footnote-ref-6)
6. Detailed information regarding the total area of the HEI per each address should be presented in form given in Annex 5. [↑](#footnote-ref-7)
7. Information regarding benchmarks by faculties should be presented in form given in Annex 4. [↑](#footnote-ref-8)
8. The estimated date of reaching the target benchmark should not exceed than 6 years [↑](#footnote-ref-9)
9. The employment rate of Alumni by programmes should be presented by the table given in annex 1 [↑](#footnote-ref-10)
10. **Note:** Along with the self-assessment report it is compulsory to present the documents selected with sign - [x]  in English; [↑](#footnote-ref-11)
11. It is compulsory to present only brief description of educational programmes, structure, aims, study results and study plan in English; [↑](#footnote-ref-12)
12. Updated CV of staff and document confirming their qualification should be presented, and it is compulsory to present only **CV** of staff in English [↑](#footnote-ref-13)
13. In case the accreditation is given by other institution than National Center for Educational Quality Enhancement, please, indicate the name of the institution;

**\***Note: HEI may present employment rate instead of programmes by field. In this case it relevant note should be made.

**\*\***Note: To present data by faculties/departments/schools create copies of the tables; [↑](#footnote-ref-14)