**Self-Report for the European Peer Review**

**[Name of VNFIL Provider]**

**[Year]**

**Author:**

**Released by:**

**[Date, Version No./final]**

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# Data Sheet

🢂 Tip: Updated from "Initial Information Sheet".

**1) Contact information**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of VNFIL provider | | | |  | | | | | | |
| Address | |  | | | | | | | |
| Telephone, fax, e-mail | |  | | | | | | | |
| Contact persons | Name | | | | | | | Contact (e-mail) | |
| Director/Manager |  | | | | | | |  | |
| Peer Review Facilitator |  | | | | | | |  | |
| Other persons responsible |  | | | | | | |  | |
| **2) Starting point** (e.g. prior evaluations, national quality requirements applicable etc.) and decision to conduct the Peer Review (taken when and by whom?) | | | | | | | | | | |
| **3) Aims and purpose of the Peer Review** | | | | | | | | | | |
| 4) **External organisation** | | | | | Single Peer Review (Peers come from different VNFIL Providers)  Reciprocal Peer Review (Peer Review with one partner institution)  Peer Review in a Network (more than 2 VNFIL Providers have a common Peer Team) | | | | | |
| **5)** **Internal organisation for the conduct of the Peer Review** (Describe who is responsible for which tasks) | | | | | | | | | | |
| **6) Overview of the procedure and time schedule**: | | | | | | | | | | |
| Activity | | | | | | Timeframe and (due) dates | | | | |
| Self-Evaluation | | | | | |  | | | | |
| Self-Report  (due 1 month before Visit at the latest) | | | | | |  | | | | |
| Preparation of Peer Visit | | | | | |  | | | | |
| Peer Visit | | | | | |  | | | | |
| Peer Review Report | | | | | |  | | | | |
| Action Plan and Improvements | | | | | |  | | | | |
| **7) Quality Areas**    7.1) List of special evaluation questions for the Peers | | | | | | | | | | |
| **8) List of Peers with names and contact information** | | | | | | | | | | |
|  | | | Name | | | | Institution | | E-mail | |
| Peer Coordinator | | |  | | | |  | |  | |
| Peer | | |  | | | |  | |  | |
| Peer | | |  | | | |  | |  | |
| Peer | | |  | | | |  | |  | |
| Special Functions | | | | | | | | | | |
| Evaluation Expert | | |  | | | |  | |  | |
| Transnational Peer | | |  | | | |  | |  | |
| GM Expert | | |  | | | |  | |  | |
|  | | | | | | | | | | |
| **9) Signature(s)**  Name  Position  Place  Date | | | | | | | | | | |

# Description of the VNFIL provider

This section should give the Peers an overview of the kind of VNFIL provision offered. All important features should be mentioned. Make sure that the Peers have sufficient information on those parts of your VNFIL provider that are to be reviewed.

The section includes

* a brief general description of the VNFIL provision offered and sufficient information on those parts of your VNFIL provider that are to be reviewed.
* including information on the cooperation with partners / stakeholders (if applicable) and
* a short description of the environment (regional social and economic situation, regional competition, regional challenges).

For a transnational Peer Review, a chart of the VNFIL system should be attached, marking and explaining the position of the VNFIL provision offered within the system.

🢂 **Tip**: Supporting documents like annual reports, portfolio formats, VNFIL procedure descriptions etc. can be annexed.

**🢂 Tip:** Make sure that the Peers have sufficient information on those parts of your VNFIL provider that are to be reviewed.

This section includes

* a brief description of the VNFIL provider
* the mission statement,
* a summary of quality assurance and development efforts undertaken so far, and
* statistical information.

An organisational chart should be attached.

## Description of VNFIL provision

Max. 1 – 2 pages

## Mission statement

Max. 0.5 – 1 pages

## Statistical Information on VNFIL Provision

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall data** | F | M | Total |
| **Number of counsellors** |  |  |  |
| **Number of assessors** |  |  |  |
| **Number of other staff** |  |  |  |
| **Number of candidates** | | | |
| Current year |  |  |  |
| Previous year |  |  |  |
| Year before previous year |  |  |  |

\* General success rate: percentage of successful completion of VNFIL procedure measured against at beginning of VNFIL procedure

Fill out the following table if there are different VNFIL procedures. Figures should be given at least for all types of procedures which will be reviewed. Add further tables, if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Data for different VNFIL procedures** | F | M | Total |
| **Candidates for procedure** (indicate which): | | | |
| Current year |  |  |  |
| Previous year |  |  |  |
| Year before previous year |  |  |  |
| **Candidates for procedure** (indicate which): | | | |
| Current year |  |  |  |
| Previous year |  |  |  |
| Year before previous year |  |  |  |

## (Statistical) Information on context and candidate population

Please provide statistical information, if possible, on your context:

* Socio-economic characteristics of region
* Educational attainment
* Income
* Social/cultural capital of candidates
* Rate of candidates with a migrant background
* Rate of candidates with special needs (physical, psychological, learning disabilities etc.)

If no statistical data is available, please give a verbal description of the context of VNFIL provision according to the criteria given above:

## Organisational Chart

## Chart of VNFIL system (for transnational Peer Reviews)

# Quality assurance/ quality management

In this section, please give an overview of the quality assurance policies in your VNFIL provider, the structures and responsibilities and the kind of activities and improvement measures that are currently undertaken. If you have a quality management system in place, please explain shortly how it works.

Also give an overview of the most important kind of data you collect (including how it is collected: e.g. "satisfaction of candidates”, “biannual online survey").

**🢂 Tip:** Make sure that the data you will use in your assessment of the quality areas is described.

## Quality assurance and development policy

Max. 0.5 pages

## Quality assurance activities and improvement measures (including QM system and an overview of data generated and used)

Max. 1 – 2 pages

## Overall assessment of quality of VNFIL provision

Max. 0.5 – 1 pages

# Self-evaluation/self-assessment (optional)

If you have conducted a special self-evaluation/self-assessment to prepare the Peer Review, please describe the process and its outcomes briefly.

**🢂 Tip:** Do not repeat the general quality policies and measures reported in chapter 3, but refer to them when necessary (e.g. when data from surveys, which are regularly conducted within the QM system, is used).

A short description of the self-evaluation/self-assessment process as a whole should give a brief summary of the aims of the self-evaluation, the people responsible and involved, the procedure and methods and the timeframe. Then main results of the self-evaluation should be reported.

*Optional*: The reflective statement could deal with the following issues: What went well? What did not? What lessons were learned? What were surprising and/or unintended outcomes and experiences? How can the self-evaluation procedure be improved?

## Description of self-evaluation

Max. 1 page

## Main results of the self-evaluation

Max. 1 page

## Optional: Reflective statement

Max. 1 page

# Assessment of Quality Areas

This is the "heart" of the self-report. In this section all the information the Peers need to prepare and conduct the Peer Review should be provided.

* Assess each quality area separately (max. 1 – 1,5 pages per quality area, an overall assessment of the quality of VNFIL provision has already been given under 3.3.)
* At least 2 criteria should be reviewed for every quality area. For each outcome, the strengths and areas of improvement should be summarised. Substantiate your assessments and briefly record sources of evidence.
* Then the whole Quality Area should be assessed on the basis of the assessment of the strengths and areas of improvement on the levels of the criteria.
* Improvement measures (planned and implemented) must be pointed out.
* Evaluation questions for the Peers should be formulated (recommended).

Please describe the results of the self-assessment in continuous text (only illustrative use of tables).

## Quality Area 1  (indicate which)

Strengths and areas of improvement by outcome (including the sources of evidence)

Outcome 1:

…

Outcome 2 etc:

…

Overall assessment of the Quality Area

Improvement measures (planned and implemented)

Evaluation questions for the Peers (recommended)

## Quality Area 2  (indicate which)

#### Strengths and areas of improvement by outcome (including the sources of evidence)

Outcome 1:

…

Outcome 2 etc.:

…

Overall assessment of the Quality Area

Improvement measures (planned and implemented)

Evaluation questions for the Peers (recommended)

## Quality Area 3 etc.

🢂Do you really want to review more than two Quality Areas? ;)

# Annex

Annex documents which will help the Peers to obtain a complete and adequate impression of 1) the VNFIL provision offered and 2) the quality areas to be reviewed. References to these documents will allow you to keep your Self-Report short and concise.

🢂 Please make sure, however, that the Self-Report on its own remains a sufficient and adequate source for the Peer Review.

Provide a list of documents:

## 

## 

## 

## 

## 

## etc.

🢂 **Tip:** Delete all explanations and tips after the completion of the Self-Report – this will make the report leaner and easier to read.