

THE SELF ASSESSMENT

*WHAT INFORMATION IS NEEDED AND
HOW TO COLLECT??*

Type of information

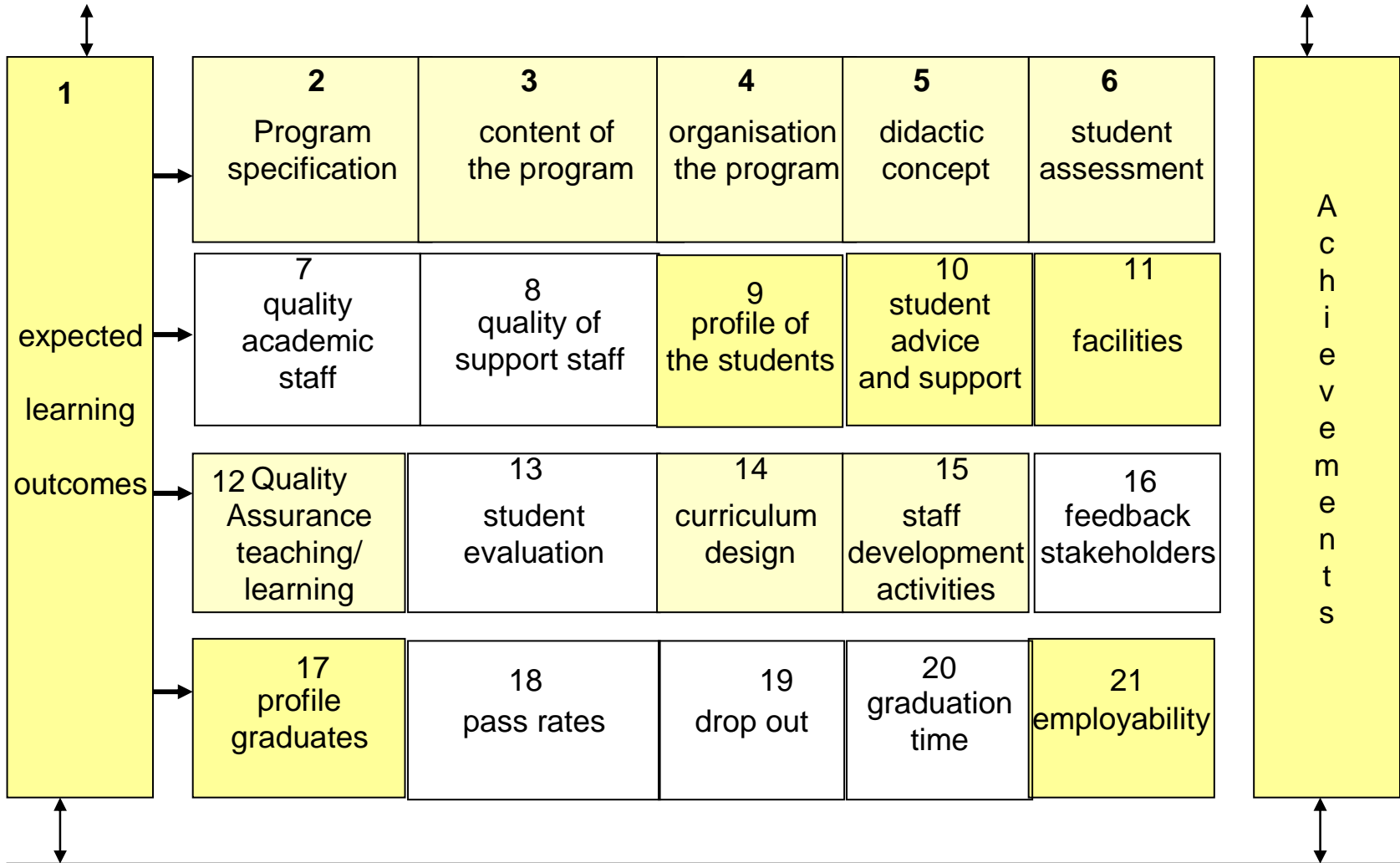
- Quantitative, statistical data
 - Student intake
 - Number of students
 - Number of graduates/pass rate
 - Drop out
 - Average study time

 - Number of academic staff
 - Number of support staff
 - Qualifications of the staff

Type of information

- Qualitative data
 - Satisfaction of the student
 - Satisfaction of alumni
 - opinion of the academic staff
 - Satisfaction of the labour market

22 Satisfaction Stakeholders



23 Quality Assurance and (inter)national benchmarking

Intake and total number of students

	Full-time			Part-time		
Academic year	M	F	Total	M	F	Total

Table 1: Intake of first-year students

	Full-time			Part-time		
Academic year	M	F	Total	M	F	Total

Table 2: Total number of students (last 5 academic years)

Pass rates and drop out

Academic year	Size cohort *	% first degree after			% dropout after			
		3 year	4 years	>4years	1 years	2 years	3 years	>3 years
			**			**		

* numbers must be the same as in the intake Table 10

** percentages are cumulative.

Table 1: Student performance (last 8 to 10 cohorts)

Category	M	F	Total		Percentage of PhDs
			People	FTEs *	
Professors					
Full-time teachers					
Part-time teachers					
Visiting lecturers					
Support staff					
Total					

* FTE stands for Full Time Equivalent. This is a unit to calculate the investment of time. 1 FTE is equal to about 40 hours per week (full-time employment). A staff member with a weekly appointment of 8 hours is 0.2 FTE.

Table 1: Number of staff (specify reference date)

Total FTE for the training*	Number of Students ²⁾	Number of graduates Year:	Number of students per FTE-training	Number of graduates per FTE-graduates

*Realistically estimate of the number of FTEs used for the training. The number of students enrolled in the programme at the beginning of the 2005/2006 academic year. If this number is not considered to be representative, please specify what it should be made in the text.

Table 2: Staff/student ratio and staff/graduate ratio (please specify the year)

QUALITATIVE DATA

- Source:
 - Students
 - Staff
 - Alumni
 - Employers
- Instruments:
 - Questionnaire
 - Interviews
 - Discussion panel

Conditions for questionnaire

- Relevant questions
- Representative sample of the target group
- Anonymous (at least for students)
- Do not ask information you will not use

Examples of information to be asked from students

■ GENERAL

- About expected learning outcomes
- About the coherence and redundancy of the program
- The way of delivering of the courses
- The study load
- The examinations
- The facilities

■ WELL KNOWN BOTTLE NECKS

Examples of information to be asked from the staff

- Agreement about the goals and aims of the program
- Opinion about the role of his/her course in the curriculum
- Opinion about management and organization of the curriculum
- Opinion about the facilities
- Opinion about relation teaching and research
- Opinion about the workload

Examples of information to be asked from alumni

- The value of the program they have followed
- Acceptance of the degree by the labour market
- Proposed changes in the program
- What did they miss in their training?
- How long did it take to find a job?

Examples of information to be asked from employers

- Opinion about the graduates
- Link between the program and the expectations of the labour market
- Employability of the graduate
- What did you miss in the training?
- What changes like you to propose

ASSIGNMENT

You are a member of the self-assessment committee and in charge of collecting the qualitative information.

The coming 60 minutes will be used to make a rough draft of a questionnaire to collect information from:

- Students (group 1)
- The staff (group 2)
- The employers (group 3)