

Self-evaluation report template for a FINEEC Engineering Programme Accreditation

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Formal specifications of the programme

Official name of the institution:

Name of the institution in English:

Official name of the programme:

Name of the programme in English:

Name of the degree awarded:

Standard duration of studies and number of ECTS credits required:

Type (e.g. full/part time, distance learning, double degree, intensive programme):

Main language of tuition:

Expected intake for the programme:

Amount and type of fees/charges:

1. Planning of the programme

1.1 Educational needs of the labour market and other stakeholders

Describe the main employer and other stakeholder groups of the programme.

Describe how you identify the educational needs of the different stakeholder groups. What are the methods and frequency of interaction? How do you analyse the needs?

As evidence, attach documentation that shows the analysis of identified needs and of the stakeholder cooperation.

1.2 Programme aims

Write here the overall aims of the programme, as defined and published by the institution.

Describe how you have used the identified needs of the stakeholders to develop the programme aims.

Describe how the programme aims relate to the strategy of the institution.

1.3 Programme learning outcomes

Write here the programme level learning outcomes, as defined and published by the institution.

Describe how the programme level learning outcomes relate to the overall programme aims.

Describe, if applicable, how the programme level learning outcomes align with the relevant national qualifications framework.

Attach an analysis of how the defined programme level learning outcomes align with the FINEEC reference programme level learning outcomes.

Attach an analysis of how each individual course contributes to programme level learning outcomes. The analysis should include each course's name, credits, learning outcomes, syllabus and planned semester. The analysis should take into account the effect of student choice of courses.

1.4 Planning and publication of the curriculum

Attach (or link to) the whole curriculum of the programme as available to the students.

Describe how you plan the curriculum, how it is formally approved and how it is published.

Describe how you plan the course timetable.

Attach any relevant documents that define the curriculum development process. You may also attach relevant documents that show the curriculum development work in practice.

1.5 Student admission and transfer

Describe the admissions process and criteria. Describe the criteria for students to transfer from another programme or HEI into later stages of the programme. Describe the information that is available for potential students before applying.

Attach, or link to, any relevant documents, such as entrance and admission requirements and marketing material. Attach results of assessment of the possession of the admission requirements and results of the performance of first year students.

1.6 Study regulations

Describe procedures for and attach the relevant regulations and guidelines concerning recognition of prior learning, progress of studies and graduation.

1.7 Summary

Summarise, in table format, your analysis of the key strengths and areas in need of development related to the topics discussed in this section. You may also mention development plans you already have made.

Strengths	Areas in need of development	Existing development plans

2. Implementation of teaching and learning

Describe below how the knowledge, skills and competences of the students build up and are assessed during the studies, separately under each reference programme level learning outcome topic.

Highlight key courses and include examples of teaching methods, typical assignments, project works, examination questions or other assessment methods. Describe the role of students in co-creating the learning process.

2.1 Knowledge and understanding

2.2 Engineering practice

2.3 Investigations and information retrieval

2.4 Multidisciplinary competences

2.5 Communication and team-working

2.6 Summary

Summarise, in table format, your analysis of the key strengths and areas in need of development related to the topics discussed in this section. You may also mention development plans you already have made.

Strengths	Areas in need of development	Existing development plans

3. Resources

3.1 Academic staff

Describe the number, composition, competency and qualification of the academic staff of the programme.

Describe the policy for recruiting academic staff.

Describe how the pedagogic competence of the academic staff is developed.

Describe how the knowledge of the academic staff of the developments in their field of teaching is kept up to date.

Attach Curriculum Vitae documents of key teaching staff.

3.2 Technical and administrative support staff

Describe the composition of the technical and administrative staff that supports the implementation of the programme.

Describe how the competence of the technical and administrative support staff is kept up to date.

3.3 Student support

Describe the support services available to students and the organisation of these services.

3.4 Facilities

Describe the role and use of the main facilities for teaching and learning (relevant classrooms, computing facilities, software, laboratories, workshops, libraries and other equipment or services).

3.5 Financial resources

Describe the budget of the programme and how the financial resources are allocated in order to implement and develop the teaching and learning process.

3.6 Partnerships

List or attach the main partnerships that the programme has with local/regional/national/international industry and other HEI's that contribute to the teaching and learning process.

Describe how the partnerships that the programme and the HEI have with local/regional/national/international industry and other HEI's contribute to the teaching and learning process and to the programme learning outcomes.

3.7 Summary

Summarise, in table format, your analysis of the key strengths and areas in need of development related to the topics discussed in this section. You may also mention development plans you already have made.

Strengths	Areas in need of development	Existing development plans

4. Quality management

4.1 Quality policy and management system

Describe how the quality policy of the HEI steers and supports quality management of the programme.

Describe the organisational structure, management system and decision-making processes of the programme.

Attach relevant documents, such as the quality policy or the quality manual, organisation structure etc.

4.2 Use of information produced by the quality system

Describe the policies and procedures for reviewing and developing the programme.

Describe how you collect, follow and analyse the following information:

- Results of student admissions
- Students' study progress
- Achieved learning levels
- Student feedback
- Graduate's employment data
- Employer feedback

Describe how the quality work has an enhancement effect on the programme. Give examples of results of recent improvement actions.

Attach documents, analysis and other relevant evidence on:

- recent admission statistics
- success rates and time taken to complete the programme
- achieved learning levels
- results of the assessment of the students' learning in each course and each year
- student feedback on courses, practical placements, international mobility,
- final year students opinions on the learning process and support services
- time taken to enter the workforce
- graduates' job placement and career progress and the match between employment and education received
- employed graduates' opinions on the education received
- opinion of employers on the graduates' education
- student progression to Master's or Doctoral studies
- relevant internal and external evaluations of the programme

4.3 Public availability of information

Describe what kind of information concerning the programme (objectives, teaching and learning process, resources, quality management, results and outcomes) is publicly available.

Attach or link to relevant information sources.

4.4 Summary

Summarise, in table format, your analysis of the key strengths and areas in need of development related to the topics discussed in this section. You may also mention development plans you already have made.

Strengths	Areas in need of development	Existing development plans
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