Template for Self-Assessment Report

The self-assessment report should be structured as follows:

Part 1: Administrative data of the program

- Name of the program
- Orientation and level of the program
- Number of credit points or duration of the program
- Majors
- Location(s) where the program is provided

Administrative data of the institution

- Name and address of the institution
- Contact person(s)

Quantitative data about the program

- Data about the intake of students, about the students' flow through the program and about the outflow of graduates of – if possible - the last 4 years.
- Realized teacher-student ratio
- Average number of contact hours per year of study and of the final project

Part 2: Organization

- Organizational structure institution
- Teaching organizational structure

Realization of self-assessment report

- Description of persons who took responsibility in writing the report

Part 3: The educational program(s)

I. Aims and objectives
  i. Discipline specific requirements
    1. Profile of institute
    2. Aims and objectives of institute
    3. Developments in the field/domain of BHMI
    4. Links to (international) standards
    5. Demand for these types of specialists
    6. Main objective
    7. General and specialist exit qualifications
    8. Profile of these types of specialists
  ii. Level
    1. Intended learning outcomes of program in relation to internationally accepted descriptions of these types of specialists' qualifications
    2. Final qualifications
  iii. (Academic/ Vocational..) orientation
    1. Intended learning outcomes of program in relation to orientation of program

II. Curriculum
  i. Requirements for (academic/vocational) orientation
    1. Interaction education and research
    2. Development of students' competencies
    3. Interaction education and professional practice

      ii. Correspondence between aims and objectives of curriculum
1. Realization of intended learning outcomes
2. Transfer of intended learning outcomes into educational goals of program
3. Student's achievement of intended learning outcomes (how?)
      iii. Consistency of curriculum
1. Internal consistency of program
      iv. Workload
1. Program related factors assuring study progress
      v. Admission requirements
1. Curriculum is in line with qualifications of incoming students
2. Handling of students; deficiencies
      vi. Credits
1. Requirements regarding range of credits
      vii. Coherence of structure and contents
1. Educational concept in relation to aims and objectives of program
2. Correspondence of study methods with educational concept
3. Work forms, assessment forms, contact hours
      viii. Learning assessment
1. Scheduling and types of tests, examinations

III. Staff
      i. Requirements for (academic/vocational) orientation
1. Teaching provided by which staff
      ii. Quantity of staff
1. Sufficient staff-student ratio
2. Support staff in relation to student ratio
      iii. Quality of staff
1. Qualifications of staff in relation to aims of program
2. Qualifications of support staff

IV. Services
      i. Facilities
1. Housing and facilities, teaching rooms, Education and support affairs,
2. ICT and digital learning environments, computer facilities, information provision of information and study materials to students, library, copying and printing, canteens, student satisfaction
      ii. Tutoring
1. Tutoring and information provision to students

V. Internal quality assurance
      i. Periodic evaluations
1. Evaluations in light of verifiable objectives
2. Quality assurance system
      ii. Measures for improvements
1. Verifiable measures for improvement that contribute to achievement of objectives
      iii. Involvement of staff, students, alumni, and the professional field
1. Staff, students, alumni and relevant professional field involvement in quality assurance system

VI. Results
      i. Achieved learning outcomes
1. Achieved learning outcomes' correspondence with program aims and discipline requirements
2. Sectors of employment
      ii. Study progress
1. Target figures expressing expected and realized success rates

Required appendices to the self-assessment report:

1. End qualifications of the graduates of the program
2. Time schedule of the program
3. Description of the content (main features) of the program components with mention of the end qualifications, learning goals, format of education, way of testing, literature (mandatory, recommended), teachers and credits
4. Overview of the staff involved, with name, position, extent of the appointment, title, expertise and list of publications
5. A list with the most recent 25 theses together with a summary and table of contents in English and the marks given to the theses. From these theses the final qualifications of the student can be inferred
6. An overview of the contacts with the professional field (if relevant)