



Funded by the
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STRENGTH FROM PEER REVIEW – IMPROVING THE QUALITY OF INTERNATIONAL AFFAIRS SEPRI

CONFIDENTIALITY COMMITMENT

Name of the organisation:

Quality area:

Date of the Peer Visit:

As a Peer I adhere to rules of confidentiality. I promise to conceal the confidential information I receive during the Peer Review process concerning *name of the organisation*.

I also commit not to pass any information on the Peer Review and its results to third parties without the prior explicit consent of *name of the organisation*.

Place

Date

Signature

Name and position

Approved by:

Name and signature

This document is done in two copies.

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SELF EVALUATION REPORT

Version 1.0./3.10.2016

1. Contact information

Name of the VET organisation

Address of the VET organisation

Contact person

Email

2. Description of the VET provider

- a brief general description of the VET organisation and the VET provision offered
- information on the international activities that will be reviewed
- information on the national / international partnerships
- the mission statement and vision
- statistical information
- organisational chart
- chart of education system (or link where to find it)
- → Supporting documents can be annexed (brochures of the organisation; other relevant material etc.)
- max. 1 – 2 pages

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3. Self evaluation and assessment of the quality area/s (international activities/ staff mobility /student mobility / projects) to be reviewed

- assess the quality area to be peer reviewed (max. 1 – 2 pages)
- for each criterion, the strengths and areas of improvement should be summarised
- briefly record sources of evidence
- improvement measures (planned and implemented) should be pointed out.

4. Annexes

Annex documents that will help the peers to form an impression of

- the VET organisation and the provision offered
- the quality areas to be reviewed
- the statistical information on the quality areas to be reviewed

In the text you can refer to the annexed documents.

Provide a list of documents:

4.1

4.2

4.3

4.4

4.5 etc.

Checklist for the Peer Visit host

- Prepare the self-evaluation report at least one month in advance
- Prepare the Peer Review contracts
- Prepare the Peer Visit agenda
- Reserve separate rooms for the interviews
- Reserve some refreshments for the interview sessions (e.g. water / soda)
- In case of phone interview equip the room with loudspeaker
- Check the possibility for skype and check the connection before the interview; equip the room with loudspeaker and camera
- Inform the interpreters of their tasks - interpreters should be as objective as possible
- Inform the necessary parties of the final reporting event
- Provide the Peer Reviewers with certificates if necessary

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TEMPLATE OF DESCRIPTION OF ACTIVITIES (QUALITY AREA)

1. Contact information

Name of the VET organisation
Address of the VET organisation
Contact person
Email

2. Description of the VET provider and the quality area reviewed

- Description of the VET provider
- Organisational chart

Education system

Description of the quality area to be reviewed – Staff Mobility

Sources: