

Annex 11 - Review Report Template

Report of the Institutional Review of
NAME OF HEI

REVIEW TEAM:

1.	Lead Reviewer	Signature
2.	Reviewer	Signature
3.	Reviewer	Signature
4.	Reviewer	Signature

Date: DAY/MONTH/YEAR

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About this review

The overall aim of Institutional Review is to assess the extent to which each HEI meets the Albanian State Quality Standards which came into force in 2011. Institutional Review is a peer review process with each review team composed of a mix of UK reviewers appointed by QAA and Albanian reviewers appointed by PAAHE. The review team is led by a QAA reviewer.

The resulting reports will serve not only for institutional accreditation based on the extent to which the HEI meets the standards, but will also to inform the HEIs, Albanian government, the public and students of how each HEI meets the standards. This report also helps the HEI to identify priorities for enhancement (the process by which higher education providers systematically improve the quality of provision and the ways in which students' learning is supported).

The Albanian State Quality Standards have been grouped under five headings, the Evaluation Areas: the Organisation and its Management; Resourcing; the Curriculum; Teaching, Learning, Assessment and Research; and Students and their Support. This report identifies features of good practice, recommendations, affirmations of actions in progress and weaknesses for each Evaluation Area, together with a judgement as to how well the HEI meets the standards. The judgements that the reviewers may assign are: standards are fully met; standards are substantially met; standards are partly met; or standards are not met.

Finally, the reviewers conclude by recommending a summary judgement to PAAHE's Accreditation Council. This overall judgement is one of four levels:

- **State Quality Standards are met**
- **State Quality Standards are substantially met**
- **State Quality Standards are partly met**
- **State Quality Standards are not met.**

As part of the report writing process, QAA has provided expert support to the review team by ensuring that the team supports the findings made in the report with evidence, and also by proofreading and summarising the full report for the summary below.

The context of this review

[Background information about the HEI]

Summary report

[Text summarising the context of the HEI, the review team membership, findings and judgements from the five Evaluation Areas and the recommended summary judgement. Maximum 1,000 words]

Summary of findings

Good practice

The review team identified the following features of good practice:

- Text for feature of good practice 1
- Text for feature of good practice 1
- etc

Weaknesses

The review team identified the following weaknesses:

- Text for weakness 1
- Text for weakness 2
- etc

Recommendations

The review team identified the following recommendations:

- Text for recommendation 1
- Text for recommendation 2
- etc

Affirmation of action being taken

The review team affirms the following actions already in progress:

- Text for Affirmation 1
- Text for Affirmation 2
- etc

Summary of judgements for each Evaluation Area

1. The Standards for the Organisation and its Management are...
2. The Standards for Resourcing are...
3. The Standards for the Curriculum are...

4. The Standards for Teaching, Learning, Assessment and Research are...
5. The Standards for Students and their Support are...

Summary Judgement

The reviewers recommend to the Accreditation Council that at [name of HEI] the State Quality Standards are [fully met/substantially met/partly met/not met]

Detailed report

Evaluation Area 1: The Organisation and its Management

[Discussion of the reviewers' analysis of evidence and evaluation. 1000–1500 words.]

Findings

Good practice

The review team identified the following features of good practice:

- Text for feature of good practice 1
- Text for feature of good practice 1
- etc

Weaknesses

The review team identified the following weaknesses:

- Text for weakness 1
- Text for weakness 2
- etc

Recommendations

The review team identified the following recommendations:

- Text for recommendation 1
- Text for recommendation 2
- etc

Affirmation of action being taken

The review team affirms the following actions already in progress:

- Text for Affirmation 1
- Text for Affirmation 2
- etc

Judgement

The standards for the Organisation and its Management are [fully met/substantially met/partly met/not met].

Evaluation Area 2: Resourcing

[Discussion of the reviewers' analysis of evidence and evaluation. 1000–1500 words.]

Findings

Good practice

The review team identified the following features of good practice:

- Text for feature of good practice 1
- Text for feature of good practice 1
- etc

Weaknesses

The review team identified the following weaknesses:

- Text for weakness 1
- Text for weakness 2
- etc

Recommendations

The review team identified the following recommendations:

- Text for recommendation 1
- Text for recommendation 2
- etc

Affirmation of action being taken

The review team affirms the following actions already in progress:

- Text for Affirmation 1
- Text for Affirmation 2
- etc

Judgement

The standards for Resourcing are [fully met/substantially met/partly met/not met].

Evaluation Area 3: The Curriculum

[Discussion of the reviewers' analysis of evidence and evaluation. 1000–1500 words.]

Findings

Good practice

The review team identified the following features of good practice:

- Text for feature of good practice 1
- Text for feature of good practice 1
- etc

Weaknesses

The review team identified the following weaknesses:

- Text for weakness 1
- Text for weakness 2
- etc

Recommendations

The review team identified the following recommendations:

- Text for recommendation 1
- Text for recommendation 2
- etc

Affirmation of action being taken

The review team affirms the following actions already in progress:

- Text for Affirmation 1
- Text for Affirmation 2
- etc

Judgement

The standards for the Curriculum are [fully met/substantially met/partly met/not met].

Evaluation Area 4: Teaching, Learning, Assessment and Research

[Discussion of the reviewers' analysis of evidence and evaluation. 1000–1500 words.]

Findings

Good practice

The review team identified the following features of good practice:

- Text for feature of good practice 1
- Text for feature of good practice 1
- etc

Weaknesses

The review team identified the following weaknesses:

- Text for weakness 1
- Text for weakness 2
- etc

Recommendations

The review team identified the following recommendations:

- Text for recommendation 1
- Text for recommendation 2
- etc

Affirmation of action being taken

The review team affirms the following actions already in progress:

- Text for Affirmation 1
- Text for Affirmation 2
- etc

Judgement

The standards for Teaching, Learning, Assessment and Research are [fully met/substantially met/partly met/not met].

Evaluation Area 5: Students and their Support

[Discussion of the reviewers' analysis of evidence and evaluation. 1000–1500 words.]

Findings

Good practice

The review team identified the following features of good practice:

- Text for feature of good practice 1
- Text for feature of good practice 1
- etc

Weaknesses

The review team identified the following weaknesses:

- Text for weakness 1
- Text for weakness 2
- etc

Recommendations

The review team identified the following recommendations:

- Text for recommendation 1
- Text for recommendation 2
- etc

Affirmation of action being taken

The review team affirms the following actions already in progress:

- Text for Affirmation 1
- Text for Affirmation 2
- etc

Judgement

The standards for Students and their Support are [fully met/substantially met/partly met/not met].

Summary of findings

Good practice

The review team identified the following features of good practice:

- Text for feature of good practice 1
- Text for feature of good practice 1
- etc

Weaknesses

The review team identified the following weaknesses:

- Text for weakness 1
- Text for weakness 2
- etc

Recommendations

The review team identified the following recommendations:

- Text for recommendation 1
- Text for recommendation 2
- etc

Affirmation of action being taken

The review team affirms the following actions already in progress:

- Text for Affirmation 1
- Text for Affirmation 2
- etc

Summary of judgements for each Evaluation Area

1. The Standards for the Organisation and its Management are...
2. The Standards for Resourcing are...
3. The Standards for the Curriculum are...
4. The Standards for Teaching, Learning, Assessment and Research are...
5. The Standards for Students and their Support are...

Summary Judgement

The reviewers recommend to the Accreditation Council that at [name of HEI] the State Quality Standards are [fully met/substantially met/partly met/not met].