

Annex A: Self-evaluation report

What?

1. A brief factual report comprising:
 - Reflection on available audited statistical data
 - Qualitative and quantitative progress in the preceding year, including specific reference to published milestones (recognising that, for the year in question, audited statistical data will not be available and that we rely on institutions' own data at this point in time)
 - Early thoughts on progress in the current year (for example, towards recruitment targets, any internal evidence on retention)
 - Rationale for any proposed changes to targets in the draft outcome agreement.
2. The report must not exceed 5 pages.
3. The report should be signed off by the Principal or head of institution on behalf of the governing body.
4. For the self-evaluation of AY 2012-13, we wish universities to comment specifically on:
 - Progress with widening access
 - Progress with articulation (including where relevant, progress on total articulation targets)
 - Progress with regional collaboration on nursing provision

- Any other provision issues that may have arisen
- Early indications on delivery of additional strategic funded places for AY 2013-14.

When?

5. The report is due by 31 October each year, to support consolidation or updates to the outcome agreement within the three-year cycle.

Why?

6. To provide an early opportunity to identify highlights and challenges from the preceding year, recognising that audited HESA data will not be available.
7. To provide an opportunity to review and where appropriate revise milestones towards 3 year targets - we would not normally expect 3 year targets themselves to change, unless external circumstances had also changed significantly.
8. To sit alongside periodic in-year data and statistical collections that inform the outcome agreement process.

Further information

9. Contact: Paul Hagan, Director, tel: 0131 313 6632; email: phagan@sfc.ac.uk or John Kemp, Director, tel: 0131 313 6637; email: jkemp@sfc.ac.uk.