Creating an Effective Self-Study for Institutional Review

Feature	Best Practices	Poor Practices
Goal / Purpose	The self-study is aimed at quality improvement of our areas, services & departments. The process asks for analysis of strengths and weaknesses, and asks how improvements can be made.	The self-study is aimed at defending or justifying the status quo.
Focus	The self-study focuses on the institution performance of programme and areas in Pakistan & UK as recognized by HEC (required by Higher Education Commission-IPE manual).	The self-study focuses on the departments / academic units.
Nature of Report	The self-study is reflective, analytical, self-critical and evaluative.	The self-study is descriptive.
Treatment of Standards	The standard area are critically examined based on evidenced and an honest improvement plan is put in place for self-monitoring and improvement.	The standard is described.
Treatment of Data	Data are analyzed – for example, to use as the basis for performance evaluation. Data analysis contributes to the assessment of strengths and weaknesses of the respective area, programme, service and department	Raw data is used only in a descriptive manner or just attached.
Authorship	The self-study results from a participatory self-critical process and documents involvement in its preparation of all stakeholders. For example, in programme: faculty and students. Another example; HR: Employees	The self-study is written by the Chair, without evidence or sometimes without knowledge of key stakeholders
User Involvement (student / employee)	The self-study shows active involvement and contribution of students / employee as user in the agenda-setting, self-analysis and preparation of the Report.	There is "NO" evidence of active involvement of user/ students in the preparation of the self-study.
Relationship to External Reviewer Mandate	The self-study does address, and inform, all of the issues to external reviewers that are asked to review.	The self-study does "NOT" address, or inform, all of the issues external reviewers are asked to review.
Institutional Review / IPE	The self-study does explicitly address each of the "standards" specified in the IPE manual.	The self-study does not explicitly address each of the "standards" specified in the IPE manual.

Adapted from: Guide to Quality Assurance Processes: Creating an effective self-study…Council on Quality Assurance. Available at: http://oucqa.ca/guide/creating-an-effective-self-study-for-program-reviews/