Contents of Self-assessment Report

1. Formal Data

1.1 Name and contact details

Name of the degree programme (language of the economic region)	
Name of the degree programme (English)	
Language of instruction	
Contact person • E-mail • Telephone number • Fax	
Web Address (of the institution, faculty, school or course)	

1.2 Degree to be awarded
1.3 Standard period of study
1.4 Commencement of degree programme
1.5 Fees / charges

2. The rationale of the programme

2.1 Needs of stakeholders (students, industry, professional associations)

2.2 Educational objectives (mission of educational institution, national educational policy, needs of stakeholders, relationship to food science and technology; see Annex I for the frame of reference for Food Science and Technology)

2.3 Programme outcomes (consistency with the objectives, consistency with general outcomes such as knowledge, competences and personal skills)

3. Educational Process

3.1 Overview of the curriculum
3.2 Delivery of the curriculum
3.3 Learning and assessment (methods of assessment of LO)
3.4 Alignment matrix for EQAS LO (see document EQAS LO.doc)

4. Resources and Partnerships

4.1 Academic and support staff (quality, number, research and professional activities)

4.2 Facilities (labs related to food, access to scientific literature, pilot plants)

4.3 Partnership (industry links, international links)

5. **Management System**

5.1 Quality assurance system
- Re-examining needs, objectives and outcomes, educational process, resources and partnerships and quality assurance;
- Analysis of students' results (time to complete the programme, levels achieved),
- Analysis of graduates' results (match between work place and education, time of employment, opinion on education received, opinion of employers)

Annex 1 – Module Handbook

Provide a module handbook with the following content for each module:

Module name	
Module level, if applicable	
Abbreviation, if applicable	
Sub-heading, if applicable	
Classes, if applicable	
Semester	
Module coordinator	
Lecturer	
Language	
Classification within the curriculum	For all degree programmes in which the module is taught (including those being discontinued), indicate the degree programme, area of specialisation (where applicable), compulsory / optional, semester.
Teaching format / class hours per week during the semester	Indicate the number of class hours per week during the semester and group size, broken down by teaching format: lecture, exercise, lab, project, seminar, etc.
Workload	(Estimated) workload divided into face-to-face teaching and independent study, in hours.
Credit points (ECTS)	

Requirements under the examination regulations	
Recommended prerequisites	e.g. prior knowledge
Targeted learning outcomes	Basic question: What learning outcomes should be attained by students taking the module? e.g.: - Knowledge: information, theoretical and/or factual knowledge - Skills: cognitive and practical skills which make use of the knowledge - Competences: integration of knowledge, skills and social and methodological abilities in work and study situations. Example: "The students know / are able to…"
Content	The description should indicate the weighting and level of the content.
Study / exam achievements	
Forms of media used in delivery of module	
Literature	

Annex 2 – Staff Handbook

Provide a Staff Handbook of all teachers involved in the programmes according to the following format:

Name	*N.N.*		
Position	*Grade and subject area*		
Academic Career	*Appointment*	*University*	*Year*
	Post-doctoral qualification (field), if applicable	*University*	*Year*
		University	*Year*
	Doctorate (field)	*University*	*Year*
	Undergraduate degree (field)		
Employment	*Position*	*Employer*	*Period employed*
Research and development projects over the past five years	*Project name or research area* *Duration and other information, where applicable* *Partner(s), where applicable* *Funding*		
Cooperation with industry over the past five years	*Project name* *Partner(s)*		
Patents and protected rights	*Name*	*Year*	
Publications	*List 10 to max. 20 recent publications from a total of around* *(provide total number):* *Author(s)* *Title* *Additional information, where applicable* *Publisher, place, date of publication and name of journal, volume, issue,*		

	page number		
Participation in specialist organisations over the past five years	*Organisation* *Memberships in which no position was held should be omitted*	*Position*	*Period held*