BEST Program: Guide to the Self-Assessment Template
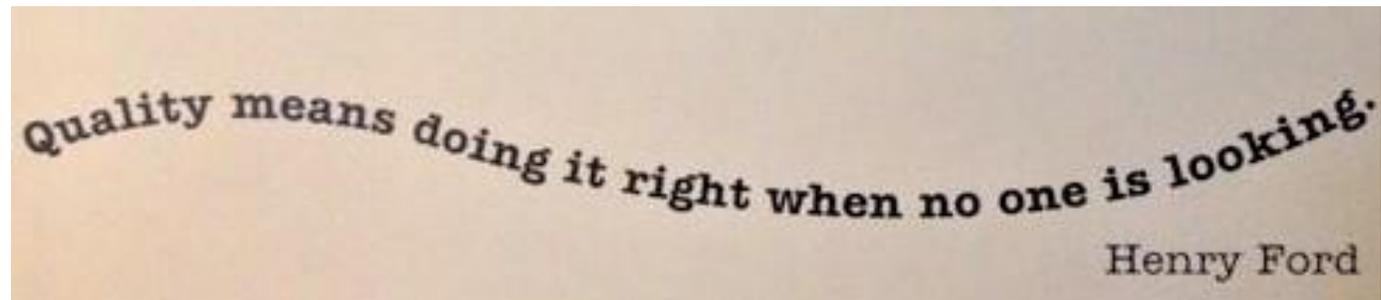
May 2022

Session overview

- Why self-assessment
- Section 2.1: How to use this self-assessment tool
- Section 2.2: Approach adopted to complete this self-assessment tool
- Section 3: Institutional and strategic context
- Section 4: Plans for growth of EMI provision
- Section 5: Plans for enhancing EMI provision

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Why self-assessment

An integral part of internal (and external) quality assurance and enhancement …

…ensuring that providers meet agreed expectations about quality and work towards continuous improvement …

…***even when no one is looking***

Quality means doing it right when no one is looking.

Henry Ford

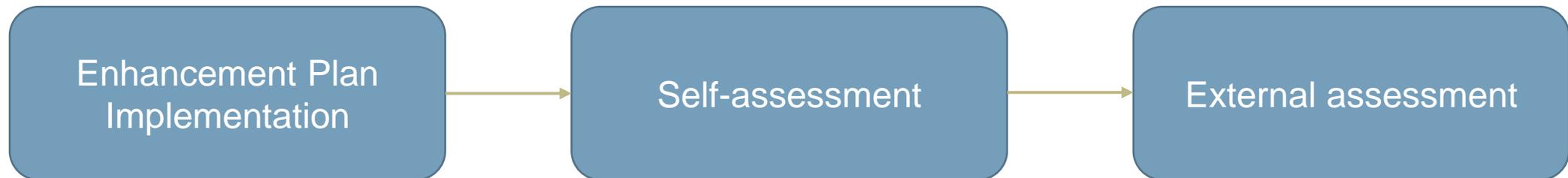# Section 2.1: How to use this self-assessment tool

- It is aimed at supporting institutions/colleges in reflecting critically and constructively on how well they are progressing in the implementation of the funded EMI Enhancement Plans

- It should provide a summative evaluation of what has gone well and a reflection on any issues or problems during delivery of the provision, including actions taken to resolve these.

Section 2.1: How to use this self-assessment tool

- Its completion should be the result of collective reflection and consultation across the institution or college – including all relevant staff and students where applicable.

- This is important as a way to rely on best evidence and understanding of the context of delivery (including challenges), and also as a way to ensure collective ownership of and commitment to the implementation of the enhancement plan.

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Section 2.1: How to use this self-assessment tool

- The self-evaluation report serves as a primary information source for the future external evaluation on progress made. It will provide the panel the first impression of how you are doing and progressing

- The self-assessment should be based on evidence and make reference to relevant supporting documentation, information and data (both quantitative and qualitative as needed), clearly showing progress on targets (internal and external)

Enhancement Plan Implementation	→	Self-assessment	→	External assessment

Section 2.2: Approach adopted to complete this self-assessment tool

- Describe the institutional process used to inform the completion of this self-assessment document, outlining who led and who was involved in its completion

  - How did you go about developing it? Have you have set up a reporting committee with responsibility for the self-assessment report? Have you held cross institutional/faculty meetings? How did you get your evidence? Etc.

2.2. Approach adopted to complete this self-assessment tool

Please describe the institutional process which has informed the completion of this self-assessment document, taking account of the advice offered above. This should include information about who or which department led the development of this self-assessment document, how the self-assessment was carried out, and the parties consulted to inform its development.

[Please insert your response here]

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What you are asked to report

For each section and indicator you are asked to:

✓ indicate progress against the targets sets in the Enhancement Plan

   ✓ Remember you should be able to provide evidence

✓ indicate and explain any eventual changes or failure to meet the expected targets

   ✓ An occasion to provide contextual information on factors affecting the implementation of the Plan – there might be good reasons for it, and lessons learned!

4.1. Percentage of EMI courses of overall provision by level of study[6]

Stated growth in the original Enhancement Plan

Overall Provision	21/22	22/23	23/24	24/25	25/26
% of EMI courses offered at Undergraduate level					
% of EMI courses offered at Master's level					
% of EMI courses offered at Doctoral level					

Achieved growth in 2021/22 and projected growth for 2022/26

Overall Provision	21/22	22/23	23/24	24/25	25/26
% of EMI courses offered at Undergraduate level					
% of EMI courses offered at Master's level					
% of EMI courses offered at Doctoral level					

In case of divergence between expected and achieved growth for 21/22 and expected projected growth for the period 2022-2026, please explain the motivations for these divergences.

[Please insert your response here]

Section 3: Institutional and strategic context

Overview of the institution (and **college**) for 2021/22: number of students and faculty

- Just an update from number in the Plan to provide some context

EMI strategy:

- Outline *(if applicable)* any eventual change in the EMI strategy underpinning the implementation of the Enhancement Plan, or changes in the broader institutional strategy and mission which might be relevant for the implementation of the Enhancement Plan
- It might not apply to you, but just another occasion to provide contextual information

3.2.1 Number of students

Across the whole institution

Level	Domestic students	Students from China, Hong Kong, and Macau	International Students
Undergraduate			
Master's			
Doctoral			

Across the applying college (if applicable)

Level	Domestic students	Students from China, Hong Kong, and Macau	International students
Undergraduate			
Master's			
Doctoral			

3.3.1. Rationale

Please outline any eventual change(s) in the EMI strategy underpinning the implementation of your institution/college EMI Enhancement Plan. Please leave blank if no change has occurred.

[Please insert your response here]

3.3.2. Please outline any eventual change(s) in the broader institutional strategy and mission that might be of relevance to the implementation of the EMI Enhancement Plan. Please leave blank if no change has occurred.

[Please insert your response here]

Section 3.3: Approach to EMI

You are asked to confirm the approach adopted to the use of English in the classroom

- *and an opportunity to explain if any changes have taken place!*

Alignment with working definition of EMI (see above)

	Fully met	Substantially met	Partially met	Not met	Please explain the considerations underpinning your self-assessment
Classes meet the BEST project definition of EMI in teaching and learning					

You are also asked to track EMI Teaching and Learning in the classroom through class observation

- NOTE: The <u>exact modality of class observation and timeline for its implementation is to be confirmed by the Ministry</u>
- Appendix 1 for a Class Observation Form with additional guidance for observers

Using the table below, please indicate the percentage of English used for each activity across <u>all classes observed</u>.

Activity	% of English used			
	0-25%	25-50%	50-70%	>70%
Teacher talking time				
Teacher ⟷ student(s) interaction				
Student ⟷ student interaction				

Section 4: Plans for Growth

You are asked to detail progress against the targets for growth that you have set for your Institution/College in the Enhancement Plan for year 2021/22

Section 4: Self-assessment: Plans for growth of EMI Provision

4.1. Percentage of EMI courses of overall provision by level of study[6]

4.2. Percentage of students earning at least 20% of their credits from EMI courses.[7]

4.3 Language proficiency of students at the beginning of sophomore year[12]

Also to indicate, if applicable:

- Changes in the expected targets for the remaining period 2022-26
- Divergence from the 2021-22 performance when compared to set targets
- Plans to review of targets for 2022-26

Stated growth in the original Enhancement Plan

Overall Provision	21/22	22/23	23/24	24/25	25/26
% of EMI courses offered at Undergraduate level					
% of EMI courses offered at Master's level					
% of EMI courses offered at Doctoral level					

Achieved growth in 2021/22 and projected growth for 2022/26

Overall Provision	21/22	22/23	23/24	24/25	25/26
% of EMI courses offered at Undergraduate level					
% of EMI courses offered at Master's level					
% of EMI courses offered at Doctoral level					

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Section 5: Plans for Enhancing EMI provision

You are asked to detail progress in how your institution/college is doing with regard to the planned actions, as per your funded Enhancement Plan, under each of the thematic quality areas:

5.1 Institutional strategy and management

5.2 Teachers and teaching

5.3 Students and learning

5.4. Information to students and the public

5.5. Quality assurance

5.6. Other initiatives for enhancement

5.1.1 Organisational structure

5.1.2 Resourcing

5.1.3 Stakeholder engagement

5.1.4 English language policies

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Section 5: Plans for Enhancing EMI provision

For each sub-section there is an initial narrative element, where you will also be able to report progress against BEST required action plans (e.g. Central Institutional Unit, Community of Practice, 5 Online EMI Courses), including eventual challenges you might have encountered.

- **This is important:** things might not always go as planned for very good reasons

5.1.1 Organisational structure

Part 1

5.1.1 Organisational structure

Please outline progress in the implementation of plans for establishing appropriate organisational structures to support the growth and enhancement of EMI at your institution or college, including any eventual challenges that you might have encountered in their implementation.

[Please insert your response here]

Part 2

Section 5: Plans for Enhancing EMI provision

There is a table where you are asked to report progress against action plans you had included in the Enhancement Plan

- The KPIs here refers to the KPIs you set yourself in the enhancement plan

Part 2

Please indicate whether the planned actions included in the enhancement plans have been achieved or are still in progress.

Originally planned action(s)	Start date / Target date	KPIs[13]	Progress

Part 3

Section 5: Plans for Enhancing EMI provision

You are also asked to explain any eventual divergence between implementation and original planned actions, and to report any eventual new actions that you might have added:

Please also include, if applicable, any new planned actions that might have emerged in support of the funded EMI Enhancement Plan.

Part 3

Part 4

New planned action(s)	Start date / Target date	KPIs	Progress

In case of divergence between planned actions and completed actions for 2021/22, or in case new planned actions have been added, please explain the motivations. Please leave blank if not applicable.

[Please insert your response here]

5.1.2 Resourcing

Questions from BEST participants

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