A3ES

Agência de Avaliação
e Acreditação
do Ensino Superior

AUDITING INTERNAL QUALITY ASSURANCE SYSTEMS

GUIDELINES FOR SELF-ASSESSMENT

V1.1, January 2013

DESCRIPTIVE ITEMS

1. SCOPE OF THE AUDIT

1.1 The institution wishes the auditing of the internal quality assurance system for:

The overall institution: ☐   **A Basic Unit:** ☐

Which Unit?

2. BRIEF CHARACTERIZATION OF THE INSTITUTION
Note: If only a basic unit is to be audited, the information to be included in sections 2.1 to 2.9 will concern the basic unit and not the institution as a whole. In particular, section 2.2 will deal with the subunits of the basic unit.

2.1. Higher education institution:

2.2. Basic units/subunits

2.2.1 Number of units/subunits:

2.2.2 List and characterization of units/subunits:

UNIT/SUBUNIT	STUDY CYCLES (nº)				STUDENTS				ACADEMIC STAFF (FTE)		
	1st Cycle	2nd Cycle	I.M.	3rd Cycle	1st Cycle	2nd Cycle	I.M.	3rd Cycle	Ph.D.	Specialists	Other

2.3. Research Centres

2.3.1 Number of Research Centres:

2.3.2 List and characterization of Research Centres:

RESEARCH CENTRES	Researchers (EFTE)*			Rating FCT
	Ph.D.	Ph.D. students	Other	

* EFTE – Eligible as Full Time Equivalent, in the terms defined by FCT.

2.4. Number of students:

1st Cycle:

2nd Cycle:

Int. Master:

3rd Cycle:

Daytime working regime:

After working hours:

Distance learning:

2.5. Teaching staff (FTE):

With a Ph.D.:

Specialists: (*in the case of polytechnic education*)

Other:

2.6. Researchers (*with contract, post-doc, grant holders, ..., other than the teaching staff*)

With a Ph.D.:

Ph.D. students:

Other:

2.7. Non-teaching staff

With higher education qualifications:

With secondary education qualifications:

Other:

2.8. Support Services

List of Support Services

2.9. Other elements that the institution (or basic unit, if applicable) wishes to point out:

(maximum 4 500 characters)

3. BRIEF HISTORICAL NOTE ON THE DEVELOPMENT OF MECHANISMS FOR INTERNAL QUALITY ASSURANCE WITHIN THE INSTITUTION

(maximum 4 500 characters)

4. BRIEF DESCRIPTION OF THE QUALITY ASSURANCE SYSTEM
The institution should include, as Annex I, the quality manual or an equivalent document on its institutional policy for quality.

(maximum 9 000 characters)

5.BRIEF CHARACTERISATION OF THE ORGANIC STRUCTURE OF THE INSTITUTION AND OF ITS INTERCONNECTION WITH THE SYSTEM OF QUALITY ASSURANCE

(maximum 4 500 characters)