



ZIDEK

*Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs
Ziraat Fakülteleri Eğitim Programları Değerlendirme ve Akreditasyon Derneği*

Issues to be Considered During the Preparation of Interim Report

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Issues to be Considered During the Preparation of Interim Report

Institutions are required to prepare an interim report and send it to ZİDEK for the following types of ZİDEK evaluations:

Interim Report (IR)

Interim Visit (IV)

Show Cause by Visit (SCV)

Show Cause by Report (SCR)

The deadline for the submission of the interim reports to be prepared for the Interim Report (IR) and Interim Visit (IV) evaluations to ZİDEK is the last day of **July of the evaluation year**. The deadline for the delivery of the interim reports to ZİDEK for the SCV or SCR evaluations of the programs for which the Show Cause evaluation decision was made in June, is the last day of **November of the same year**.

There is no specific self-assessment template for interim reports. However, these reports must contain: A **cover page that** will include the information regarding the institution, program, type of interim evaluation (interim visit, interim report, show cause) and date, and the **A. General Information** section of the Self-Assessment Report document.

In the General Information about the Program, the 6th section; **“The subsection “Measures Taken to Remove Previous Shortcomings and Observations”** should form the main part of the interim report. While preparing this section, special attention should be paid to the following issues:

This section should only include explanations of the measures taken to remove the shortcomings and observations reported in the previous ZİDEK evaluation.

These shortcomings and observations should be included with the content expressed in the previous ZİDEK report, in the order in which they were presented and without skipping any part.

The interim report should not include unnecessary and irrelevant information.

To eliminate the shortcomings and observations, the decisions taken by the institution after the previous ZİDEK evaluation, the arrangements made, the practices and their results should be explained in detail in this interim report, and the relevant evidence should be given in the annex of the report.

If shortcomings and observations directly concern some other information and tables in the main body of the self-assessment report prepared by the institution for the previous evaluation and/or in **Annex II - Institutional Profile**, these information and tables should also be updated and submitted.

In the SC evaluations, the developments after the previous IV/IR evaluation should not be contented with, and the measures taken from the GR before the IV/IR evaluation should be given in chronological order to eliminate these shortcomings and observations. In this way, SC evaluators will be more clearly informed about how all details of these shortcomings and observations are perceived by the institution and how they are improved in time.

It is important that the report is prepared meticulously, since a weighty part of the evaluation will be done on the interim report. Care should be taken to ensure that there is no inconsistency in the content of the report. The report should be prepared in a language that is easy to read and understand, and all information should be based on documents. a

Interim reports to be submitted to ZİDEK should provide the following:

It should be prepared in pdf format so that it can be printed on A4 size paper when necessary and sent to ZİDEK only in an electronic form.

It should be prepared separately for each program to be evaluated.