
How to use the Self-Assessment Tools

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STEP 1

- Go to <https://fesc-project.eu/resources/io5-guidelines>
- Click on the Guidelines

STEP 2

Choose the form that best corresponds to your tasks/position within your organisation.

SELF-AUDITING FORM FOR A STUDENT ADVISOR

SELF-AUDITING FORM FOR AN ADVISOR

SELF-AUDITING FORM FOR A PROGRAMME MANAGER

STEP 3

Read the statements and mark how well do they describe your current knowledge, skills and attitudes. For each statement tick one box (strongly disagree – disagree – neither agree nor disagree – agree – strongly agree).

Student Advisor

This self-evaluation tool is aimed at student advisors on international mobility issues who have the primary responsibility to advise (mobile) students, but also other stakeholders within the institution.

Knowledge	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
I know how to identify and interpret developments in the structure and situation of higher education in Europe and beyond.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know where to find and how to interpret research and theoretical frameworks on matters such as internationalisation of the curriculum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know where to find, how to interpret and apply information on mobility programmes (ex. ECTS and relevant innovations).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know where to find and how to interpret my institution's structures, strategies and procedures relating to educational policy, student affairs and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand and can interpret my institution's structures, strategies and procedures relating to quality assurance mechanisms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know where to find and how to apply my institution's marketing and communication policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know where to find information on my institution's mobility schemes and possibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am familiar with innovations in the area of mobility management such as EWP and OLA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 4

Once each statement is marked it is possible to get an overview of one’s knowledge, skills and attitude.

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I know where to find and how to interpret research and theoretical frameworks on matters such as internationalisation of the curriculum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I know where to find, how to interpret and apply information on mobility programmes (ex. ECTS and relevant innovations).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I know where to find and how to interpret my institution’s structures, strategies and procedures relating to educational policy, student affairs and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I understand and can interpret my institution’s structures, strategies and procedures relating to quality assurance mechanisms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I know where to find and how to apply my institution’s marketing and communication policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I know where to find information on my institution’s mobility schemes and possibilities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am familiar with innovations in the area of mobility management such as EWP and OLA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Important

There is no final score or mark for the Self-Assessment as it is not intended for employee assessment. It is to be used by the individuals themselves to see where their strengths are and where they need to improve.

STEP 5

Based on the overview one can see which areas might need some improvements.

Knowledge

- If one needs to improve knowledge on some specific matters related to the programme they work within, they can access materials provided by the National Agency, European Commission or one's own institution.
- If one needs to improve their knowledge of their own institution's policies, strategies etc., one can browse through resources available online or contact individuals responsible for the matters in question.

Skills

If one needs to further develop certain skills one can look for training possibilities.

- Ex. One needs to develop digital skills further
 - Trainings offered by the National Agencies or other stakeholders
 - Online trainings and webinars offered by different institutions of Higher Education and other actors
 - Trainings, workshops, webinars offered by one's own institution
 - Staff Training Weeks devoted to digitalisation <http://staffmobility.eu/>

Attitudes

It is widely believed that attitudes as such cannot be trained, but training regarding different skills can influence one's attitudes.

STEP 6

One can perform the self-assessment after a while to see what changes have occurred in one's competences.