## ECHE Monitoring Guide 2016 Evaluation Grid

1. **Course catalogue** (a, b and c were mentioned as the top three priorities)

<table>
<thead>
<tr>
<th></th>
<th>Strong</th>
<th>Fair</th>
<th>Weak</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) <strong>Timely publication</strong> and <strong>regular update</strong> of the course catalogue for the next academic year (recommended elements: course title, content, ECTS credits, learning outcomes, language of instruction, length, general information, restrictions to mobile students and <strong>availability before the signature of the learning agreement</strong>)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) <strong>Accessibility</strong> of the course catalogue, available in a widely spoken language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) <strong>Quality</strong> of the course catalogue in terms of information needed/content structure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) <strong>Accessibility</strong> of the course catalogue on the <strong>website</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Scale for the choice**

**Strong**

- a) The course catalogue is available in time for the student to prepare the learning agreement and includes the recommended elements (see above): more than 80% of students assess the catalogue as up-to-date and available in time;
- b) The catalogue is available in a widely spoken language and the main language of instruction;
- c) Student feedback: more than 80% of incoming students felt that the course catalogue was sufficiently complete for their needs;
- d) The catalogue can be accessed within two clicks from the homepage (inspired by the ECTS Label criteria) and/or easily through the website’s search engine.

**Fair**

- a) Available before the start of the academic year: if 50-80% assesses the catalogue is up-to-date and available in time;
- b) The course catalogue is partially available in a widely spoken language and/or the language of instruction;
- c) Check student feedback: 50-80% of students assess the catalogue as sufficiently complete for their needs;
- d) The catalogue can be accessed with some difficulty from the homepage.

**Weak**

- a) Not available before the start of the academic year or not at all: less than 50% assesses the catalogue as up-to-date and available in time;
- b) Not available in a widely spoken language; or check student feedback (question on catalogue in a widely spoken international language).
- c) Student feedback: less than 50% of incoming students assess the course catalogue as sufficiently complete for their needs;
- d) more than five clicks from the home page; or it is difficult and time-consuming to find the course catalogue, if it can be found at all.