



**ASSOCIATION FOR THE EVALUATION AND
ACCREDITATION OF PHARMACEUTICAL EDUCATION
PROGRAMS**

**GUIDE TO PREPARING THE SELF-
ASSESSMENT INTERIM REPORT**

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Guide To Preparing The Self-Assessment Interim Report

CONTENTS

1. Introduction	1
2. Ground for Interim Evaluation	1
3. Evaluation Period	1
4. Self-Assessment Interim Report Self-Assessment	1
5. Interim Report Content	2
6. Self-Assessment Interim Report Format and Distribution	3
7. Annex-1 Cover Format	4
8. Annex-2 Interim Evaluation Timetable	5

1. Introduction

The Self-Assessment Interim Report (ÖDAR) has been prepared to evaluate the status of accredited Pharmacy Faculties three years later in terms of meeting the standards and the development studies for the fields included in the Accreditation Evaluation Report given together with the accreditation decision, and the studies on the areas that need improvement suggested in the report given after the visit. The members of the Interim Evaluation and Monitoring Visit Team (ADİZE) are expected to take full responsibility towards the interests of the institution they will evaluate, ECZAKDER and the pharmacy profession.

2. Evaluation Period

From the date of accreditation, a letter is written to the faculty in September of the third year, and they are requested to submit the ÖDAR to the ECZAKDER General Secretariat electronically until 15 October. ÖDAR is reviewed in terms of format; If there is a deficiency, the faculty is contacted. The hard copy and its annexes, bound by October 31, are sent to the General Secretariat of ECZAKDER on CD.

ÖDAR, previous ÖDR and the ECZAKDER report sent to the faculty are evaluated preferably by the members of DİZE who made the first visit or the newly elected members (ADİZE) and a 2-3 day Interim Evaluation Visit is made. The previous rules are applied in the selection of ADİZE. A student evaluator is selected for ADİZE.

The visit date and timetable are created jointly by the President of ADİZE and the Dean of the Faculty.

The interim evaluation visit takes place in December of the third year; Exit notification is made at the end of the visit. ADİZE transmits the Interim Evaluation Visit Report to ECZAK. The report is discussed at ECZAK; Interim Evaluation Report is prepared and submitted to the approval of the ECZAKDER Board of Directors. The report approved by ECZAKDER is sent to the faculty in January of the year following the visit.

3. Ground for Interim Evaluation

Interim evaluation is carried out in order to monitor whether the faculty can maintain its current status after accreditation and to monitor the studies carried out within the framework of the recommendations.

4. Self-Assessment Interim Report

ÖDAR is prepared by the Faculty Self-Evaluation Committee (FÖDEK). Changes in FÖDEK (faculty member, student, staff, etc.) are indicated in the report.

5. Self-Assessment Interim Report Content

The Interim Report consists of the following sections:

A. General introduction of the faculty (format in ÖDR)

B. Summary of changes in three years

Changes in faculty and curriculum in three years

C. Disclosure of developments other than the previous report

It should be noted by the faculty that each standard is still being met. In case of positive or negative changes in this situation, the relevant documents should be attached and their justifications should be stated and explained. For instance;

1- MISSION, PLANNING AND EVALUATION STANDARDS	
S.1. Defining the Mission, Purpose and Objectives of the Faculty of Pharmacy	The faculty must have defined, published and shared its mission, goals and objectives in the fields of education, research and service with the participation of all relevant stakeholders. Aims and targets should be in line with the university's mission, current standards of pharmacy professional practice, and educational outcomes.
Explanations on Meeting the Standard
Changes in three years

D. Studies carried out in line with the recommendations in the previous report

In the report sent by ECZAKDER to the Faculty, it should be defined and explained how much of the recommendations and aspects that need improvement have been realized. For instance;

Field Standards	ECZAKDER Suggestions and Studies Carried Out by the Institution
1- MISSION, PLANNING AND EVALUATION	<i>Suggestions (Move the statement in the report here)</i>
	<i>Studies (Describe the studies carried out in three years)</i> <i>Specify the numbers of the documents.</i>

E. Annexes

Documentation supporting that the faculty continues to meet national standards for undergraduate pharmacy education, showing the changes that have taken place over the past three years and their results.

6. Self-Assessment Interim Report Format and Distribution

ÖDAR cover page should be prepared in accordance with ÖDR Guidelines and should be prepared in Times New Roman font, 12 points, 1.5 line spacing, in A4 size. The Interim Report (bound) and its supplementary documents should be submitted to the ECZAKDER General Secretariat together with 6 (six) hard copies on CD, together with the hard copies (6 copies).

ECZAKDER SELF- ASSESSMENT INTERIM REPORT

Faculty logo, diameter 4 cm, university logo for faculties without faculty logo, color white.

**T.R.FACULTY
OF PHARMACY**

City/Türkiye

October 2017

Annex -2



ASSOCIATION FOR THE EVALUATION AND ACCREDITATION OF PHARMACEUTICAL EDUCATION PROGRAMS

INTERVIEW VISIT TIME TABLE

..... **University Faculty of Pharmacy**
.....-..... **Month.... 20....**

Chairman:

Member:

Member:

Member:

Member:

Baseline	Ending	Activity• Place	
1. Day – – Friday			
2:00 PM	5:00 PM	Interim Evaluation and Monitoring Visit Team (ADIZE) meeting Venue: Reserved room at the Accommodation or Faculty	
6:30 PM		Dinner	
2. Day – – Monday			
8:15 AM	9:00 AM	Breakfast Location: at the accommodation Leaving the accommodation and moving to the University	
9:00 AM	9:30 AM	Dean's Presentation Place: Dean's Room	
9:30 AM	10:15 AM	Meeting With The Dean	
10:15 AM	10:30 AM	Break	
10:30 AM	11:15 AM	Meeting with ADIZE and Faculty Self-Evaluation Committee (FÖDEK)	
11:15 AM	12:30 PM	Meeting with faculty members on the Faculty Board/Administrative Board	
12:30 PM	1:00 PM	Lunch	
1:30 PM	14.30	Examination of physical environments and facilities Examination of necessary documents such as libraries, pharmacies, research units, Term Project/Graduation Project and its consultants, evaluation questionnaires	
14.30	3:00 PM	Break	
15.00	4:00 PM	Meeting with Student Affairs	
4:00 PM		Leaving the faculty and moving to the accommodation	
6:30 PM		Dinner (ADIZE meeting continues before and after the meal) Venue: Accommodation or Faculty	
3. Day – – Tuesday			
8:00 AM	8:30 AM	Breakfast	
8:45 AM	9:15 AM	Information meeting with the Dean of ADIZE members	
9:15 AM	10:15 AM	Meeting with the Education Commission/ Internship Commission	
10:15 AM	10:30 AM	Break	
10:30 AM	11:30 AM	meeting with students	
11:30 AM	12:30 PM	Meeting with researchers	
12:30 PM	1:30 PM	Lunch	
1:30 PM	4:30 PM	ADICE members meeting	
3:15 PM	3:45 PM	Dean, FÖDEK and ADize meeting	
3:45 PM	5:00 PM	Reading the Exit Notice	
5:00 PM		Leaving the faculty	