

Benchmarking Report Policy



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European Academy of Advanced Studies (EAAS)

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1. Purpose & Scope

The purpose of this Policy is to guide the creation and use of benchmarking reports as a formal method of comparing the academic, administrative, and student-service performance of the European Academy of Advanced Studies (EAAS) with that of peer institutions. Benchmarking enhances internal quality assurance by identifying performance gaps, sector trends, and opportunities for improvement, in support of the EAAS Strategic Plan 2026–2030.

This Policy applies to:

- Academic programme reviews;
- Recognition of Prior Learning (RPL) process benchmarking;
- Institutional self-evaluations;
- Strategic planning and external audits.

2. Definition of Benchmarking

Benchmarking is defined as a structured, evidence-based comparison of key institutional processes or outcomes against:

- Similar institutions (online);
- National and international quality standards (for example the MQF, MFHEA, and the EHEA);
- Historical performance data from within EAAS.

3. Objectives of Benchmarking

- Promote a culture of continuous improvement;
- Measure programme effectiveness, student achievement, and graduate employability;
- Evaluate the fairness and integrity of RPL processes compared with peer best practice;
- Align the internal quality performance of EAAS with recognised global standards.

4. When to Use the Benchmarking Report Template

The benchmarking template should be used:

- During annual programme reviews;
- As part of the Internal Quality Assurance Cell (IQAC) annual reporting;
- For new programme validation or re-accreditation;
- To assess the robustness of RPL assessment and credit-recognition processes;
- When preparing external quality-assurance submissions.

5. Structure of the Benchmarking Report Template

All benchmarking reports must follow this standard structure:

A. Executive Summary

- Purpose of benchmarking;
- Summary of findings and recommendations.

B. Area Benchmarked

- Academic programme;
- Student services (for example academic advising and virtual support);
- Assessment methods (including RPL);
- Learning outcomes and graduate performance;
- Staff development or administrative processes.

C. Peer Institutions or Standards Used

- Selection criteria (for example online model, size, accreditation body);
- Data sources (institutional reports, published statistics, regulatory audits).

D. Indicators Compared

At least 3–5 key performance indicators (KPIs) must be benchmarked, such as:

- Graduation / completion rates;
- Student satisfaction levels;
- Time-to-degree or time-to-RPL-credit;
- Digital engagement metrics;
- Employability or progression outcomes.

E. Findings

- Comparative tables and graphs;
- Performance rankings (if applicable);
- Explanatory notes and contextual differences.

F. Action Plan & Recommendations

- Short-term and long-term action points;
- Responsible departments or persons;
- Timeline for implementation.

G. Supporting Evidence

- Data references;
- Charts, tables, and comparative dashboards.

6. Benchmarking in the Context of RPL

To maintain the consistency and credibility of the EAAS Recognition of Prior Learning processes:

- RPL practices are benchmarked against at least two peer institutions annually;
- Benchmarks include:
 - Duration of RPL processing;
 - Transparency of credit allocation;
 - Staff training for RPL assessment.

- Any improvement actions identified are fed into the RPL policy-review cycles.

7. Roles & Responsibilities

- **Internal Quality Assurance Cell (IQAC):** oversees the creation, approval, and storage of benchmarking reports.
- **Programme Leaders:** initiate and complete academic benchmarking exercises.
- **RPL Coordinators:** participate in benchmarking of prior-learning evaluations.
- **Quality Assurance and Compliance Unit:** maintains the repository of templates and reports for audits.

8. Review & Documentation

The Benchmarking Report Template will be reviewed biannually by the Academic Committee in collaboration with the Quality Assurance and Compliance Unit and updated in line with regulatory or sector-wide changes.

- Completed reports must be archived securely and submitted as part of internal quality audits or MFHEA inspections;
- Feedback will be sought through surveys, support logs, and stakeholder consultations;
- EAAS is committed to transparent enhancements, especially in response to emerging global trends and concerns.