



 Quality Agreements

Checklist

Reflection annual report



Checklist reflection annual report

As a central council, you have the right to reflect on the progress of the quality agreements within your institution (see 'Regeling jaarverslaggeving onderwijs', [article 3.1](#)). This reflection should be included as an appendix to your institution's annual report, providing a candid and critical assessment of the status of quality agreements. While composing this reflection, focus on evaluating two primary aspects:

1. The progress regarding quality agreements at your institution: assess the advancements made in the implementation of quality agreements within your institution.
2. Involvement of representatives in the process over the past year: reflect on the extent to which you, as representatives, have been engaged in the quality agreement process over the past year.

It is important to realise that writing this reflection is your right. It should come directly from the central council, and you should generate this independently. There is no need for administrators or policy officers to be involved. In other words, a policy officer should not write this reflection and then simply seek approval from your council.

While working on this reflection, take into account the following considerations:

Beforehand:

- Are the quality agreements decentralised at your institution? Consider requesting contributions or independent input from the decentralised councils (e.g., faculties, institutions, academies). Remember: this reflection aims to represent various perspectives on participation.
- Examine reflections in previous annual reports. Are the issues raised still pertinent? Have previous concerns been resolved?

While writing:

- Keep in mind the two main assessment criteria (as listed in the beginning).
- Use information from previous reflections when applicable.
- Offer a critical assessment of the current situation while also suggesting constructive improvements. What is going well, and what should be improved?

- Be honest and critical of yourself as well. Have you previously raised these concerns? What actions were taken to address them, and do you consider the response satisfactory?
- Discuss the challenges encountered during the past year in relation to quality agreements and describe how your council addressed them.
- Identify any future needs or wishes. What are potential challenges for future council members?

Tips from us:

- In a reflection, you can include facts as well as subjective experiences. Ensure that the distinction between objective and subjective is clear.
- Has the process of the quality agreements affected the functioning of your council in general? This may also be mentioned in the reflection.
- If the national frameworks of the quality agreements within which you must operate as an institution cause problems, do not hesitate to mention them in the reflection.
- Always consider the reader. Provide enough context for your story so that a "layperson" (such as the NVAO) understands it.
- Make sure it's clear which part is written by you.
- Feel free to indicate how your reflection was created, especially if you involved decentralised councils in the process.
- Consider summarising or providing a conclusion in the case of an extensive reflection.

Your reflection in the annual report is a valuable means of assessing the state of the quality agreements within your institution. Make sure to make use of this chance for an optimal use of the quality agreements.