UMIX Rank

Self-Assessment Report (SAR) Guidelines

1. General Instructions

The Self-Assessment Report (SAR) must be prepared by the institution as a formal document to demonstrate its level of inclusivity. The SAR should be structured according to the five UMIX pillars:

a. Inclusive Services
b. Inclusive Learning
c. Inclusive Research
d. Inclusive Community Engagement
e. Inclusive Culture & Attitudes

The SAR must include both narrative explanations and supporting evidence (documents, data, photos, policies, reports). Each section should not exceed 10 pages, excluding annexes of evidence.

2. Structure of the Report

A. Cover Page

- Name of institution
- Contact details
- Date of submission
- Responsible unit/office

B. Executive Summary

- Brief overview of institutional commitment to inclusion.
- Key highlights of inclusive initiatives and policies.

C. Introduction

- Background of the institution (profile, vision, mission).
- Rationale for participating in UMIX Rank assessment.

D. *Assessment by UMIX Pillars*

Pillar 1: Inclusive Services

- Description of inclusive policies and services (e.g., accessibility, administrative support).
- Key achievements.
- Challenges faced.

Annexes 1. Evidence Inclusive Services for example accessibility audits, service guidelines, support unit records.

Pillar 2: Inclusive Learning

- Curriculum design and teaching strategies.
- Availability of differentiated learning approaches.
- Assessment and evaluation methods.

Annexes 2. Evidence Inclusive Learning for example syllabi, teaching modules, inclusive class practices.

Pillar 3: Inclusive Research

- Research projects related to inclusion.
- Collaboration with other institutions.
- Publications or dissemination activities.

Annexes 3: Evidence Inclusive Research for example research reports, published papers, collaboration agreements.

Pillar 4: Inclusive Community Engagement

- Programs or initiatives with communities, especially vulnerable groups.
- Partnerships with schools, NGOs, or local governments.

Annexes 4: Evidence Inclusive Community Engagement for example program reports, MoUs, photos of activities.

Pillar 5: Inclusive Culture & Attitudes

- Attitudes and values of inclusivity within the institution.
- Campaigns, awareness programs, and cultural events.

Annexes 5: Inclusive Culture & Attitudes for example Evidence policy statements, event documentation, survey results (For survey results, use a survey determined by the World Forum for Inclusive Education).

E. Strengths, Weaknesses, Opportunities, and Challenges (SWOC Analysis)

- Strengths: aspects where the institution excels in inclusion.
- Weaknesses: gaps or limitations.
- Opportunities: external conditions that can support inclusion.
- Challenges: barriers that may hinder inclusive practices.

F. Improvement Plan

- Short-term (1 year).
- Medium-term (3 years).
- Long-term (5 years).

G. Annexes / Supporting Documents

All evidence should be clearly labeled and referred to in the main report (e.g., Annex 1: Accessibility Audit 2024).

3. Formatting Guidelines

- Font: Times New Roman, size 12.
- Line spacing: 1.5.
- Margins: Top: 3 cm, Bottom: 3 cm, Left: 3 cm, Right: 3 cm
- Citation of references and policies using APA style (if applicable).
- All supporting evidence should be scanned and uploaded in PDF format with an accessible link.

4. Submission Process

- The SAR must be submitted in PDF format.
- File name format: SAR_UMIX_[InstitutionName]_[Year]
- Send via email as instructed by the Admin.