



SHIFT ESG Certification for Higher Education Institutions

Peer Review Online Meeting Guidelines



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Peer Review Online Meeting Guidelines for Applicant Institutions

This document provides the **Peer Review Online Meeting Guidelines** for Applicant Institutions participating in the SHIFT ESG Certification. It is intended to support Higher Education Institutions in preparing for and hosting the online peer review meeting as part of the certification process. Developed within the SHIFT project, the guidelines outline the purpose of the meeting, the roles of participants, and the practical steps to ensure a well-structured, focused, and constructive exchange between the applicant institution and the external reviewers

Purpose: to host a short, fair, and evidence-based online meeting between the applicant institution and the peer review team.

Participants

- Applicant institution: Max 4-6 participants related to the areas covered in the Qualitative Institutional Assessment Report
- Certification Team (1 representative)
- Experts assigned to the process

What to prepare

1. Before the meeting
 - Confirm the date, time, platform, and participants.
 - Share the agenda, meeting link, self-assessment, and key evidence in advance.
 - Assign roles, for example host, chair, note-taker, and institutional lead contact.
 - Remind participants of confidentiality and the purpose of the meeting.
2. During the meeting
 - Open with the purpose, format, and expected timing.
 - Allow a short institutional overview focused on the self-assessment and main developments.
 - Use reviewer questions to clarify evidence, strengths, gaps, and priority areas for improvement.
 - Close with a short summary, follow-up points, and next steps.
3. After the meeting
 - Document the main observations and any agreed follow-up actions.

- Use the discussion to inform the final report and recommendations for the action plan.
- Request any additional evidence only within the agreed timeframe and store records securely.

Suggested agenda

Item	Time
Welcome, introductions, purpose and agenda	10 min
Overview of the Platform Self-Assessment	25 min
Overview of the Qualitative Institutional Assessment	45 min
Reviewer questions and clarification of evidence	45 min
Summary, next steps, and closing	5 min

Practical tips for the host

- Recommended duration: 2-4 hours.
- Provision of evidence. It is not used to negotiate scores or certification outcomes.
- Open the online room 10 minutes early and test audio and screen sharing.
- Keep a backup contact method available in case of technical disruption.
- Avoid reviewing large volumes of evidence live during the meeting.
- Record only if agreed in advance and consistent with confidentiality rules.

This short guide may be adapted to the size of the review panel and the needs of the certification cycle.