

Certification of Advanced Study Programmes Criteria

(Decision of the Foundation Board, February 18th 2016)

Assessment criteria

The accreditation criteria used by the **evalag** certification of advanced study programmes have been put into effect by the **evalag** Foundation Board. They refer to the European Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) and include an analysis of Part 1 of the ESG.

1. Programme profile

Profile and objectives of the programme

The expert team checks,

- 1.1. whether the objectives of the programme are in line with the profile and the strategic goals of the institution
- 1.2. whether the intended learning outcomes of the programme are well defined and publicly accessible
- 1.3. whether the intended learning outcomes correspond to the type and level of qualification specified by the EQR (i. e. Europäischer Qualifikationsrahmen) or DQR (i. e. Deutscher Qualifikationsrahmen).
- 1.4. whether the intended learning outcomes are based on academic or professional requirements (standards), public needs and the demands of the labour market and contribute to the employability of the graduates
- 1.5. whether the qualification of the academic staff is adequate with regard to profile and objectives of the programme.

2. Curriculum

Curriculum and teaching and learning methods

The expert team checks,

- 2.1. whether the curriculum of the programme is adequately structured to achieve the intended learning outcomes.
- 2.2. whether the curriculum provides the necessary knowledge and methodological expertise of the relevant discipline(s)
- 2.3. whether the learning experience is organised in a way that takes the diversity of students and their specific needs into account, employs appropriate student-centred teaching and learning methods and encourages students to take an active role in creating the learning process.

3. Student assessment

Organisation of student assessments

The expert team checks

- 3.1. how the assessment of intended learning outcomes is organised
- 3.2. whether the amount and requirements of assessments are adequate with regard to the intended learning outcomes
- 3.3. whether the assessment criteria are transparent and used in a consistent way
- 3.4. whether the staff undertaking assessments is adequately qualified
- 3.5. whether examination regulations exist and
- 3.6. whether they provide clear and fair regulations for student absence, illness and other mitigating conditions.

4. Organisation of the study programme

Implementation of the programme

The expert team checks

- 4.1. the appropriateness of entry qualifications
- 4.2. the regulations for the recognition of qualifications
- 4.3. whether the organisation of the study process allows the programme to be carried out in such a way that the intended learning outcomes will be achieved and whether the organisation of the study process also takes the diversity of students and their specific needs into account
- 4.4. how the implementation of the programme is managed (roles and responsibilities)
- 4.5. whether the workload of the programme is adequate with respect to the necessity to reach the intended learning outcomes in the scheduled time frame
- 4.6. how the legal relationship between the institution and the students is designed
- 4.7. whether the care services and student advisory services are suitable
- 4.8. in case of a cooperation with internal and external partners: how the cooperation is organised.

5. Resources

Deployment of resources (finances, personnel, facilities) to sustain advanced study programmes

The expert team checks

- 5.1. the sustainability of funding and financial management, which guarantees an equilibrium on the basis of documented fees and costs
- 5.2. whether the number and qualification of academic staff (full-time and part-time) is adequate to ensure the intended learning outcomes

- 5.3. which strategies and processes for the staff recruiting and staff development are used
- 5.4. whether amount and quality of facilities and equipment allow the provision of the programme (library, laboratories, teaching rooms, IT equipment)
- 5.5. whether the amount and quality of the resources provided are adequate to reach the objectives of the programme.

6. Quality assurance

Internal and external quality assurance of the programme

The expert team checks

- 6.1. how study programmes are designed and implemented and how their improvement is organised
- 6.2. whether a quality assurance concept of the programme is available and how it is connected to the quality assurance system of the institution
- 6.3. what kind of quality assurance processes and instruments for programmes are implemented
- 6.4. whether quality assurance is regularly, systematically and effectively used for quality enhancement
- 6.5. whether quality feedback loops are closed
- 6.6. how the programme provider systematically collects, analyses and uses relevant information
- 6.7. how stakeholders (students, teachers, administration, employers) are involved in quality assurance
- 6.8. whether the programme provider publishes relevant information for students and prospective students.