

EQUASP DOCUMENTATION SOFTWARE
Software for the on-line Documentation of the
Quality Assurance of Study Programmes

EQUASP DOCUMENTATION SOFTWARE
User Guide

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| | Name and Surmane | Role | Signature |
|-----------------------|------------------------|-----------------|-----------|
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| Approved by | | | |
| Distributed to | | | |

1. AIM

The document contains the user guide of EQUASP DOCUMENTATION SOFTWARE – Software for the on-line documentation of the quality assurance of study programmes.

2. PRE-PRODUCTION AND PRODUCTION ENVIRONMENTS

EQUASP DOCUMENTATION SOFTWARE is a web application accessible through a web browser.

It is deployed in two different environments: PRE-PRODUCTION and PRODUCTION.

2.1 PRE-PRODUCTION ENVIRONMENT

The pre-production environment is devoted to test activities about the documentation of the quality assurance (QA) of study programmes (SPs).

EQUASP application PREPROD:
<http://equasp.pp.cineca.it/equasp>

2.2 PRODUCTION ENVIRONMENT

The production environment contains the ~~the~~ actual documentation of the QA of SPs.

EQUASP application PROD:
<http://equasp.cineca.it/equasp>

3. PUBLIC AND REGISTERED USERS

The software is available to both public and registered users:

- public users have only access to the documentation about the SPs of the selected University;
- registered users, identified through Username and Password, can author the documentation.

4. BASIC FEATURES

This section describes the basic functionalities of the software for the documentation of the quality assurance of study programmes.

4.1 UNIVERSITIES LIST

The first page shows the list of the partner Universities.
The EQUAS University is a fictitious University that contains a sample study programme.



ON-LINE QUALITY ASSURANCE OF STUDY PROGRAMMES

 English
  русский
 [Sign In](#)



University

RELOAD

Search box

| Short Description (eng) ↕ | Long Description (eng) ↕ [show-all] [hide-all] | University URL ↕ | |
|---|--|---|--|
| EQUASP Sample University | EQUASP Sample University | http://www.kion.it |  Study Programmes |
| Astrakhan State University | | |  Study Programmes |
| Don State Technical University | | |  Study Programmes |
| Moscow State Automobile and Road Technical University | | |  Study Programmes |
| Moscow State University of Geodesy and Cartography | | |  Study Programmes |
| St. Petersburg State Polytechnical University | | |  Study Programmes |
| Tambov State Technical University | | |  Study Programmes |
| Tomsk Polytechnic University | | |  Study Programmes |
| Ural Federal University N.A. Boris Eltsin | | |  Study Programmes |
| Volgograd State Technical University | | |  Study Programmes |
| Vyatka State University | | |  Study Programmes |

4.2 LANGUAGE SELECTION

The system proposes the default language associated to the selected University (English or Russian). The user can change the proposed default language.

When the user changes the language, the system shows the translations in the selected language of:

- all the labels of the page fields;
- all the descriptions of the data displayed by the pages of the application.

4.3 STUDY PROGRAMME SELECTION

When the public user selects the University of interest choosing from the list of the Universities and presses the button “Study Programmes”; the system navigates to the study programmes list page.

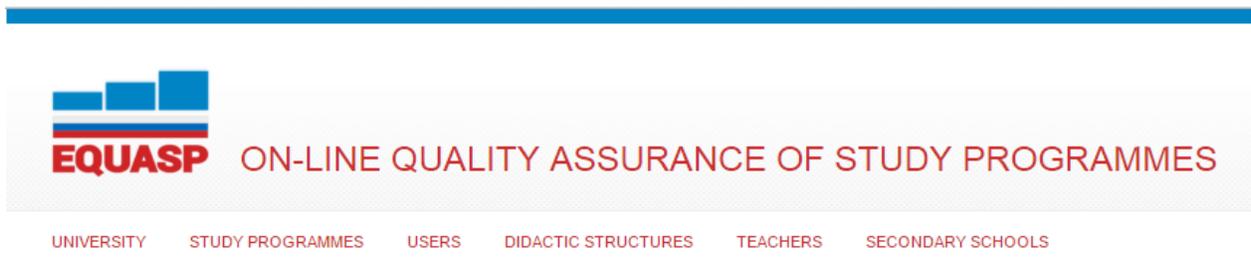
4.4 LOGIN

This section is reserved to registered users in order to author the documentation. Registered users are required to type their Username and Password and their own University.

The screenshot shows a login form with the following elements:

- A text input field containing the text "Administrator".
- A password input field with masked characters ".....".
- A dropdown menu showing "EQUASP Sample University" with a downward arrow.
- A blue button labeled "Sign In".

After the login, if the users has the “ROLE_ADMIN” role, the system shows the application’s menu.



4.5 UNIVERSITY

This function is available only to registered users with “ROLE_ADMIN” role for the introduction and updating of the following information on the selected University.

University [RELOAD](#)

Search box

| Short Description (eng) ↕ | Long Description (eng) ↕ | [show-all] [hide-all] | University URL ↕ | | Details |
|---------------------------|--------------------------|-----------------------|--------------------|--|---------|
| EQUASP Sample University | EQUASP Sample University | | http://www.kion.it | | |

Clicking on the **Edit** button the system switches to the editing page that let the user to modify the information about the University:

- Short description (English)
- Long description (English)
- Short description (Russian)
- Long description (Russian)
- University URL

University [RELOAD](#)

Search box

| Short Description (eng) ↕ | Long Description (eng) ↕ | Short Description (rus) ↕ | Long Description (rus) ↕ | University URL ↕ | | Details |
|--|---|--|---|---|--|---------|
| | [show-all] [hide-all] | | [show-all] [hide-all] | | | |
| <input type="text" value="EQUASP Sample U"/> | <input type="text" value="EQUASP Sample University"/> | <input type="text" value="EQUASP Sample L"/> | <input type="text" value="EQUASP Sample University"/> | <input type="text" value="http://www.kion."/> | | |

4.6 USERS

This function is available only to registered users with “ROLE_ADMIN” role for the definition and management of the application users of the selected University.
 The ROLE_ADMIN user can insert new users, remove users or update the following user information.

Users + ADD RELOAD

Search box

| User Name | User Role | |
|---------------|---------------|---|
| Administrator | Administrator |   |

Clicking on the **Add** button is possible to create a new User, inserting the following information:

- User name;
- User password;
- User role: ROLE_ADMIN or ROLE_USER.

User ×

User Name

Old Password

Required

New Password

Required

Confirm Password

User Role
 ▼

Clicking on the **Edit** button, the system switches to the editing page that let the user to modify the information about the user.

Clicking on the **Delete** button is possible to delete the selected User.

4.7 DIDACTIC STRUCTURES

This function is available only to registered users with “ROLE_ADMIN” role for the definition and management of the didactic structure of the selected University (e.g. Department) responsible of the study programme

The ROLE_ADMIN user can insert new didactic structures, delete didactic structures (only if not related to a study programme) or update the information on the didactic structure of the selected University.

Didactic Structures

+ ADD
RELOAD

Search box

enter a filter value, apply on all columns

| Code ↕ | University ↕ | Short Description (eng) ↕ | Long Description (eng) ↕ | [show-all] [hide-all] | |
|-----------|--------------|---------------------------|--------------------------|-----------------------|---|
| economics | EQUASP | Economics | Economics | | ✎ ✖ |
| FD | EQUASP | Phisics Department | | | ✎ ✖ |

Clicking on the **Add** button is possible to create a new Didactic Structure of the selected University, inserting the following information:

- didactic structure code,
- didactic structure short description (English),
- didactic structure long description (English)
- didactic structure short description (Russian),
- didactic structure long description (Russian)

Didactic Structures

+ ADD
RELOAD

Search box

enter a filter value, apply on all columns

| Code ↕ | University ↕ | Short Description (eng) ↕ | Long Description (eng) ↕ | Short Description (rus) ↕ | Long Description (rus) ↕ | |
|-----------|--------------|---------------------------|--------------------------|---------------------------|--------------------------|---|
| | | | [show-all] [hide-all] | | [show-all] [hide-all] | |
| economics | EQUASP | Economics | Economics | Economics | Economics | ✎ ✖ |
| FD | EQUASP | Phisics Department | | | | ✎ ✖ |

Clicking on the **Edit** button, the system switches to the editing page that let the user to modify the information about the Didactic Structure of the selected University.

Clicking on the **Delete** button is possible to delete the selected didactic structure.

5. DOCUMENTATION FOR THE QUALITY ASSURANCE OF STUDY PROGRAMMES

The function is available to public and registered users:

- Public users can only see the information on the study programmes of the selected University.
- Registered users (e.g. the reference teacher of a study programme) can author the documentation for the quality assurance of the study programmes.

5.1 STUDY PROGRAMMES LIST

After the user selects the academic year, the system shows the list of the study programmes offered that year by the selected University, split per study programme typology (graduate and post graduate study programmes):

Study Programmes

RELOAD

Search box

enter a filter value, apply on all columns

Bachelor

+ ADD

| Study Program Code ↕ | Short Description (eng) ↕ | Purpose ↕ [show-all] [hide-all] | Didactical Structure ↕ | Start Academic Year ↕ | End Academic Year ↕ | | Details |
|----------------------|---------------------------|--|------------------------|-----------------------|---------------------|---|---|
| 01 | Bachelor in Physics | To provide education in Physics, envisaging various employment capabilities and careers. To prepare students with particular interest in specialized areas of Physics for further studies. | Physics Department ▼ | 2010/2011 ▼ | 2011/2012 ▼ |   |  |

Master

+ ADD

Clicking on the **Add** button is possible to create a new study programme (a Bachelor or a Master) of the selected University, inserting the following information:

- Study programme code
- Study programme short description (English)
- Study programme purpose (English)
- Study programme short description (Russian)
- Study programme purpose (Russian)
- Study programme didactic structure
- Study programme start academic year
- Study programme end academic year

Study Programmes

[RELOAD](#)

Search box

Bachelor

[+ ADD](#)

| Study Program Code | Short Description (eng) | Purpose [show-all] [hide-all] | Short Description (rus) | Purpose [show-all] [hide-all] | Didactical Structure | Start Academic Year | End Academic Year | | Details |
|--------------------|-------------------------|--|-------------------------|----------------------------------|----------------------|---------------------|-------------------|-------------------------------------|---------|
| 01 | Bachelor in Physics | To provide education in Physics, envisaging various employment capabilities and careers. To prepare students with particular interest in specialized areas of Physics for further studies. | o provide education | | Physics Depart | 2010/2011 | 2011/2012 | C E | |

Clicking on the **Edit** button, the system switches to the editing page that let the user to modify the information about the study programme of the selected University.

Clicking on the **Delete** button is possible to delete the selected Study programme.

Clicking on the **Detail** button the system switches to the detail page that shows the six areas containing the related requirements:

- 0 - General Entry
- A - Needs and Objectives
- B - Educational process
- C - Resources
- D - Monitoring and Results
- E - Management System



EQUASP ON-LINE QUALITY ASSURANCE OF STUDY PROGRAMMES

Username: Administrator @ University: EQUASP Sample University |
 English
русский
🔄



UNIVERSITY
STUDY PROGRAMMES
USERS
DIDACTIC STRUCTURES
TEACHERS
SECONDARY SCHOOLS

Bachelor in Physics

[Back](#)
[Create PDF](#)
[Expand All](#)

[0 - General Entry](#)
[A - Needs and Objectives](#)
[B - Educational process](#)
[C - Resources](#)
[D - Monitoring and Results](#)
[E - Management System](#)

| | | | |
|---------------------|--------------------|-------------------|----------|
| Didactic Structure | Physics Department | Typology | Bachelor |
| Start Academic Year | 2010 | End Academic Year | 2011 |
| End Academic Year | 2011 | Duration | 4 |

Clicking on the **Create pdf** button is possible to generate a pdf document containing selected information on the study programme.

Create PDF
Select all
Unselect all
×

Select at least one section

0 - General Entry

Select all Unselect all

General data

Select all Unselect all

- Study Programme
- Direction of study
- Cycle/Level
- Type of Degree & Duration
- Institution(s)
- Accreditation Organisation(s) and Period of validity
- Purpose
- Discipline(s) / Subject area(s)
- General / Specialist Focus
- Orientation
- Teaching and Learning Approaches
- Assessment Methods
- Distinctive Features

A - Needs and Objectives

Select all Unselect all

B - Educational process

Select all Unselect all

C - Resources

Select all Unselect all

D - Monitoring and Results

Select all Unselect all

E - Management System

Select all Unselect all

Select at least one section

CANCEL
Download

5.2 0 - GENERAL ENTRY

The information and data for the quality assurance of the study programme are collected into folders. The first folder contains general information about the study programme.

| 0 - General Entry | A - Needs and Objectives | B - Educational process | C - Resources | D - Monitoring and Results | E - Management System |
|--|--------------------------|-------------------------|---------------------|----------------------------|-----------------------|
| Didactic Structure | Physics Department | | Typology | Bachelor | |
| End Academic Year | 2011 | | Start Academic Year | 2010 | |
| | | | Duration | 4 | |
| Study Programme  | | | | | |
| <i>Indicate the kind of SP according to the FSES (no acronyms).</i> | | | | | |
| Direction of study  | | | | | |
| <i>Provide the full name (that is no acronyms) of the direction of study according to the FESF.</i> | | | | | |
| Cycle/Level  | | | | | |
| <i>Indicate the cycle/level of the qualification according to the National Qualifications Framework (where available), the QF for EHEA and the EQF for LLL.</i> | | | | | |
| Type of Degree & Duration  | | | | | |
| <i>Identify the type of degree, for example whether the degree is the result of a programme offered by a single institution or whether the degree is the result of a joint programme (joint degree or double / multiple degree). Indicate the duration of the SP in ECTS-credits, and/or - if applicable - national/institutional credits and/or years of study.</i> | | | | | |
| Institution(s)  | | | | | |
| <i>Give the official name of the awarding institution(s) and the country where it is based. In case of joint SPs, indicate also which is the coordinating institution. If the name is not in Latin alphabet, provide a transliteration or transcription. In addition, provide also an English translation (if applicable) in italics. If there is an official English translation available, use the official one.</i> | | | | | |
| Accreditation Organisation(s) and Period of validity  | | | | | |
| <i>Identify the accreditation organisation(s) that provides the accreditation of the SP or the degree awarding institution and the country in which the accreditation organisation operates. Identify the year(s) for which the SP is validated/approved.</i> | | | | | |
| Purpose  | | | | | |
| <i>Provide, in a few sentences, a summary - a 'synthetic view'- of the overall purpose of the programme.</i> | | | | | |

| | |
|--|---|
| Discipline(s) / Subject area(s) |  |
| <i>Indicate the main discipline(s) / subject area(s) of the SP. If the programme is multi- or interdisciplinary, indicate the relative weight of the major components, if applicable (for instance: politics, law and economics - 60:20:20).</i> | |
| General / Specialist Focus |  |
| <i>This section aims to provide the reader with information on whether the degree is aimed towards a more general academic education or a specialism, or a combination of the two. A general SP focuses on the breadth of the subject area(s). A specialist programme focuses in greater depth on a particular subject or subjects. In many cases, there could be a combination. For example: a programme in international relations might be broad but also be focussed, for instance, on a particular region or subject, or problem such as conflict resolution. Specify and provide a short description of the general and/or specialist focus of the SP. If the SP includes a specialism, please provide a brief statement of the specialism(s).</i> | |
| Orientation |  |
| <i>Outline the orientation of the SP. For example: whether the degree is primarily research, practically based, professional, applied, related to designated employment, etc..</i> | |
| Teaching and Learning Approaches |  |
| <i>This section aims to provide the reader with information about the educational style. Examples of teaching approaches include: student focused, teacher centred, teacher guided, self-directed study. Examples of learning approaches include: problem based learning, task based learning, research based learning, learning through laboratory practice, reflective learning, work placements, group work, individual study and autonomous learning. Indicate in few lines the main teaching and learning strategies and methods.</i> | |
| Assessment Methods |  |
| <i>This section aims to provide information about the main assessment methods in the programme. Examples of assessment methods include: oral and written examinations, essays, presentations, reports, project work, case studies, portfolio. Indicate in few lines the main assessment methods.</i> | |
| Distinctive Features |  |
| <i>Indicate, in a few sentences, any additional features that distinguish this SP from other similar SPs. For example: if the programme includes a compulsory international component, a work placement, a specific environment or is taught in a second language.</i> | |

The registered user can edit the information contained in every field of the page, writing a text or specifying one or more URL's, or attaching one or more files:

Study Programmes ✕

Study Programme

Long Description (eng)

o provide education in Phys

Long Description (rus)

o provide education in Phys

URLs

- <http://www.cineca.it> [remove]

[Classrooms.doc](#) [DELETE]

[hdx_ag.pdf](#) [DELETE]

File upload for English

File upload for Russian

5.3 A - NEEDS AND OBJECTIVES

The folder contains the information about the identified educational needs and the established educational objectives.

| | | | | | |
|-------------------|--------------------------|-------------------------|---------------|----------------------------|-----------------------|
| 0 - General Entry | A - Needs and Objectives | B - Educational process | C - Resources | D - Monitoring and Results | E - Management System |
|-------------------|--------------------------|-------------------------|---------------|----------------------------|-----------------------|

Educational needs of the labour market and other stakeholders

Organisations/employers consulted and Methods and schedule of consultation

List the organisations representative of the production, services and professions world and/or the employers consulted in order to identify the educational needs of the labour market. List the consultations method/s and schedules. Provide only information properly documented.

Identified educational needs of the labour market

List the identified educational needs of the labour market of reference and make available the document where they are registered

Identified educational needs of other stakeholders

List the other stakeholders consulted and their identified educational need, and make available the document where they are registered.

Educational objectives

Educational objectives

List the established educational objectives. For each established professional profile of the graduates and/or function/role/activity students are to be prepared for, list the associated key competences to be developed and obtained by the students during the learning process, subdivided between subject specific and generic ones. List the main areas in which graduates can find employment and the level of responsibility they are qualified to take. For first cycle programmes indicate also the second cycle SPs in which the first cycle graduates can continue their studies. Provide only information properly documented.

Learning outcomes

Learning outcomes

List the learning outcomes of the SP. Provide only information properly documented.

Comparison with learning outcomes of other study programmes of the same typology

Describe the exits of the comparison with the learning outcomes of other SPs of the same typology or make available the document where they are registered.

5.4 B - EDUCATIONAL PROCESS

The folder contains the information about the educational process for the achievement of the established learning outcomes.

[0 - General Entry](#)
 [A - Needs and Objectives](#)
 [B - Educational process](#)
 [C - Resources](#)
 [D - Monitoring and Results](#)
 [E - Management System](#)

Design and planning of the educational process

Curriculum

Describe synthetically the structure and the characteristics of the curriculum and provide the curriculum with at least the list of the course units, their sequence (year and semester of delivery), the number of ECTS credits¹¹ associated at each unit and the unit lecturer. Indicate also the body/ies that approve the curriculum. Provide only information properly documented.

Characteristics of the course units

Describe how the SP coordinates the definition of the characteristics of the course units and make available the forms which describe the characteristics of the course units. Provide only information properly documented.

Characteristics of the graduation exam

Describes the characteristics of the graduation exam. Provide only information properly documented.

Suitability of the curriculum to the achievement of the learning outcomes

Document the suitability of the curriculum to the achievement of the expected learning outcomes.

Calendar and timetable of course units and exams

Make available the: • calendar and timetable of the course units, • calendar of the exams, graduation exam included, and composition of the exam commissions. Provide only information approved by the SP.

5.5 C – RESOURCES

The folder contains the information and data about the available resources: teaching staff, facilities, financial resources, student support services and partnerships with businesses, research institutions and other Higher Education Institutions, for the achievement of the established educational objectives.

0 - General Entry
A - Needs and Objectives
B - Educational process
C - Resources
D - Monitoring and Results
E - Management System

Teaching staff

Teaching staff
✉
☰

List the SP teaching staff and provide at least the following information for each lecturer: • academic or professional qualification; • list of the course units he/she is in charge of, subdivided into course units of the SP under consideration and course units of other SPs; • for each course unit, if he/she is the holder or the title on the basis of which it is covered (e.g.: additional duty, contract, etc.). Make also available the CV of each lecturer, with the description of the scientific and/or professional interests, activities and results. Document the criteria of choice or selection of the teaching staff. Provide only information properly documented. Provide the information about the opportunities offered to the teaching staff for improving their teaching skills and achieving acceptable standards.

Teaching support staff
✉
☰

For each course unit which utilises support teachers, make available the list of the support teachers and provide at least the following information for each of them: • qualification; • total number of hours of didactic workload; • duties (e.g.: practical training, lab assistance, etc.). Document the criteria of choice or selection of the teaching support staff. Provide only information properly documented.

Facilities and support staff

Lecture rooms
✉
☰

List the lecture rooms utilised by the SP and provide at least the following information for each of them: • number of seats; • supply of audio-visual equipment; • availability of web connection; • surveillance/assistance staff, their qualification and duties.

Study rooms
✉
☰

List the rooms for individual studies utilised by the students and provide at least the following information for each of them: • number of seats; • availability of web connections; • opening time and access rules; • surveillance/assistance staff, their qualification and duties.

Laboratories
✉
☰

List the laboratories (PC rooms included) utilised by the SP and provide at least the following information for each of them: • equipment and/or personal computers and software of interest for the educational activities of the SP available; • number of work places and number of students for work place; • technical staff, their qualification and duties.

Libraries
✉
☰

List the libraries utilised by the students of the SP and provide at least the following information for each of them: • availability of updated bibliographical material of interest for the educational activities of the SP; • availability of web connections; • services offered (consultation of books and journals, book rent, bibliographical researches, access to data bases, etc.); • opening time and access rules; • librarian staff, their qualification and duties.

Other resources and special initiatives



List other resources at disposal of the SP and special initiatives undertaken by the SP or the structure it belongs to.

Student support services

Student administrative office



Make available the following information at least: • office organisation and management; • activities in charge of the office; • administrative staff, their qualification and duties; • activities and results of the last academic year at least.

Orienteering service for incoming students



Make available the following information at least: • service organisation and management; • activities in charge of the service; • administrative staff, their qualification and duties; • activities and results of the last academic year at least.

Tutoring service



Make available the following information at least: • service organisation and management; • activities in charge of the service; • administrative staff, their qualification and duties; • activities and results of the last academic year at least.

Service for carrying out training periods outside the University



Make available the following information at least: • service organisation and management; • activities in charge of the service; • administrative staff, their qualification and duties; • activities and results of the last academic year at least.

Mobility service



Make available the following information at least: • service organisation and management; • activities in charge of the service; • administrative staff, their qualification and duties; • activities and results of the last academic year at least.

Job placement service



Make available the following information at least: • service organisation and management; • activities in charge of the service; • administrative staff, their qualification and duties; • activities and results of the last academic year at least.

5.6 D – MONITORING AND RESULTS

The folder contains the results of the educational process and of the elaboration of the opinions of the interested parties on its quality.

0 - General Entry A - Needs and Objectives B - Educational process C - Resources **D - Monitoring and Results** E - Management System

Incoming students

Assessment of the possession of the admission requirements  

Make available the data relative at least at the last three cohorts for which full surveys are available required by Table D1.1_B of Annex D1.

Enrolments at the first course year  

Make available the data relative at least at the last three cohorts for which full surveys are available required by: - Table D1.2_B for the Bachelors; - Table D1.2_M for the Masters; of Annex D1.

Students' learning

Students' learning  

Make available the data relative at least at the last three cohorts for which full surveys are available required by Table D2.1 of Annex D2.

Further monitoring  

Describe the other methods of control of the assessment tests eventually carried out by the SP and make available their results relative at least at the last three cohorts for which full surveys are available.

Students' progression in their studies

Enrolments at the different course years  

Make available the data relative at least at the last three cohorts for which full surveys are available required by: • Table D3.1_B for the Bachelors; • Table D3.1_M for the Masters; of Annex D3.

Dropouts  

Make available the data relative at least at the last three cohorts for which full surveys are available required by: • Table D3.2_B for the Bachelors; • Table D3.2_M for the Masters; of Annex D3.

Graduation time

Make available the data relative at least at the last three cohorts for which full surveys are available required by: • Table D3.4_B for the Bachelors; • Table D3.4_M for the Masters; of Annex D3.

Students' opinions on the educational process**Students' opinion on the course units**

Describe the monitoring instrument and schedule of the students' opinion on the course units and make available the monitoring questionnaire and the results relative to both the single course units and all the course units of the curriculum at least for the last three cohorts for which full surveys are available.

Students' opinion on the training periods outside the University

Describe the monitoring instrument and schedule of the students' opinion on the training periods outside the University and make available the monitoring questionnaire and the results at least for the last three cohorts for which full surveys are available.

Students' opinion on the periods of mobility

Describe the monitoring instrument and schedule of the students' opinion on the periods of mobility and make available the monitoring questionnaire and the results at least for the last three cohorts for which full surveys are available.

Opinion of the final year students on educational process and support services

Describe the monitoring instrument and schedule of the final year students' opinion on the educational process and on the student support services and make available the monitoring questionnaire and the results at least for the last three cohorts for which full surveys are available

Graduates' placement
Graduates' job placement


Describe the monitoring instrument and schedule of the graduates' job placement and make available at least the following monitoring results: • percentage of employed graduates; • placement time in the labour market; • effectiveness of the degree in the working activity after 1+3 years since graduation at least for the last three cohorts for which full surveys are available.

Prosecution of the studies in the second cycle programmes


Make available the results relative to the first cycle graduates who prosecute their studies in second cycle SPs after 1 year from the graduation at least for the last three cohorts for which full surveys are available.

Prosecution of the studies in PhD programmes


Make available the results relative to the second cycle graduates who prosecute their studies in PhD programmes after 1 year from the graduation at least for the last three cohorts for which full surveys are available.

Employed graduates' and employers' opinion on the graduates' education
Employed graduates' opinion on the education received


Describe the monitoring instrument and schedule of the employed graduates' opinion on the education received and make available the monitoring questionnaire and results (also with reference to the number of graduates involved in the monitoring) at least for the last three cohorts for which full surveys are available.

Employers' opinion on the graduates' education


Describe the monitoring instrument and schedule of the employers' opinion on the graduates' education and make available the monitoring questionnaire and results (also with reference to the number of employers involved in the monitoring).

5.7 E – MANAGEMENT SYSTEM

The folder contains the information about the policy and organization for the quality assurance of the structure the study programme belongs to and the management system for quality of the study programme.

0 - General Entry A - Needs and Objectives B - Educational process C - Resources D - Monitoring and Results **E - Management System**

Policy and organization for quality assurance of study programmes

Policy for quality assurance  

Make available the document/s where vision of the quality and policy for the QA of SPs of the institution the SP belongs to are registered.

Organization for quality assurance  

List the positions of responsibilities for the QA of SPs of the institution the SP belongs to and make available at least the following information for each position of responsibility identified: • composition (only in case of positions of responsibility composed by more people); • duties. Describe the decision-making processes. Provide also the timetable for the revision of the policy and organization for the QA of SPs. Provide only information properly documented.

Management system of the study programme

Management system of the study programme  

List the processes for the SP management and the responsibilities for their management. For this purpose, a 'responsibility matrix' as the one proposed in Annex E2.1 could be used, with the indication for each identified process or sub-process of: • the responsible of the process/sub-process; • the position/s of responsibility collaborating in the process/sub-process management (optional); • the document/s where the activities and/or the results of the process/sub-process under consideration are registered. List the positions of responsibilities for the SP management and make available at least the following information for each position of responsibility identified: • composition (only in case of positions of responsibility composed by more people); • duties. For this purpose, the table of Annex E2.2 could be used. Provide also the timescales for the implementation of the processes for the SP management. Provide only information properly documented.

Results of the revision process  

E2-02_info

Review

Management of the review process  

Document the management modalities of the review process, its periodicity, the period of the academic year in which it should be carried out and the information and data taken into account.

Results of the review process  

Make available the Review Report. A check-list for the review coherent with the EQUASP Model is shown in Annex E3.

Publicly availability of information

Publicity of the documentation for the quality assurance of the study programme  

Make available all the required documentation on the web site of the SP or of the structure the SP belongs to.