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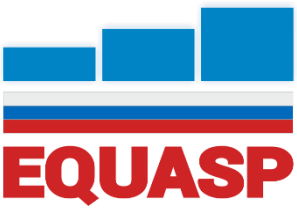

Tempus Project n. 543727-TEMPUS-1-2013-1-IT-TEMPUS-SMGR

ON-LINE QUALITY ASSURANCE OF STUDY PROGRAMMES (EQUASP)

WP.1 - Standards and Guidelines for Quality Assurance of Study Programmes

Deliverable 1.1 - Standards and Guidelines for Quality Assurance of Study Programmes

WP.2 - Online documentation for Quality Assurance of Study Programmes

Deliverable 2.1 - Documentation for Quality Assurance of Study Programmes

Deliverable 2.2 - Methodologies and procedures of definition, gathering, elaboration and presentation of information and data for Quality Assurance of Study programmes

EQUASP Standards and Guidelines for internal Quality Assurance of Study Programmes (EQUASP Model)

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Documentation File

Final

July 2016

Institution …

Documentation for the quality assurance of the study programme in

xxx

General Entry
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 & Learning Approaches …
Assessment Methods …
Distinctive Features …

Standard A - Needs and Objectives
The study programme should identify the educational needs of the labour market of reference and other stakeholders, establish educational objectives coherent with the mission of the institution the study programme belongs to and the identified educational needs, and learning outcomes coherent with the established educational objectives.
Quality Requirement A1 - Educational needs of the labour market and other stakeholders

The study programme should identify the educational needs of the labour market of reference and other stakeholders. The educational needs should be identified in terms of professional profiles and/or functions/roles/activities expected for the graduates and associated required competences.

Required Documentation

Organisations/employers consulted and Methods and schedule of consultation

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Identified educational needs of the labour market

…

Identified educational needs of other stakeholders

…

Quality Requirement A2 - Educational objectives

The study programme should define educational objectives in terms of professional profiles of the graduates and/or functions/roles/activities students are to be prepared for and associated key competences to be developed and obtained by the students during the learning process, consistent with the mission of the institution the study programme belongs to and the identified educational needs.

Required Documentation

Educational objectives

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Quality Requirement A3 - Learning outcomes

The study programme should define learning outcomes, in terms of what students are expected to know, understand and/or be able to demonstrate after completion of the educational process, consistent with the national qualification framework, if any, and the established educational objectives.

Required Documentation

Learning outcomes

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Comparison with learning outcomes of other SPs of the same typology

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Standard B - Educational process

The study programme should assure students educational activities consistent with the national standards, if any, and able to achieve the established learning outcomes through contents, methods, workload and times adequately designed and planned, promote a student-centred teaching and learning approach, assure a correct assessment of students' learning through suitable assessment methods and criteria. The study programme should also define appropriate rules covering student admission, recognition, progression and attestation and keep under control the development of the educational process.

Quality Requirement B1 - Design and planning of the educational process

The study programme should design a curriculum and characteristics of the course units and of the graduation exam consistent with the national standards, if any, and the established learning outcomes. The curriculum should embed a student-centred learning and teaching approach.

The study programme should also define assessment methods and criteria able to ensure a correct assessment of the students' learning.
Furthermore, the study programme should plan the development of the educational process in order to enable students to achieve the learning outcomes in the expected time, according to a gradual process and through coherent and coordinated educational activities.

Required Documentation

Curriculum

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Characteristics of the course units

…

Characteristics of the graduation exam

…

Suitability of the curriculum to the achievement of the learning outcomes

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Calendar and timetable of course units and exams

…

Quality Requirement B2 - Admission, recognition, progression and attestation

The study programme should establish rules covering all phases of the student 'life cycle', and in particular student admission, recognition, progression and attestation.

Required Documentation

Admission

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Recognition

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Progression

…

Attestation

…

Quality Requirement B3 - Realization of the educational process

The study programme should realise the educational process coherently with the designed and planned development and keep under control its development, in order to resolve any urgent and immediate problem and to check the adequacy of the assessment tests and of the final work/thesis to the learning outcomes and the correctness of the evaluation of the students' learning.

Required Documentation

Control of the development of the educational process

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Control of the assessment tests and of the final work/thesis

…

Standard C - Resources

The study programme should have at disposal teaching staff, facilities, student support services, partnerships and financial resources adequate for the achievement of the learning outcomes and able to make easier the students' progression in their studies.

Quality Requirement C1 - Teaching staff

The study programme should have at disposal teaching staff, including teaching support staff, quantitatively and qualitatively adequate for the achievement of the established learning outcomes by students. The teaching staff should be assigned according to pre-definite criteria of choice or selection and the programme should offer the teaching staff the opportunity to improve their teaching skills and the use of new technologies.

Required Documentation

Teaching staff

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Teaching support staff

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Quality Requirement C2 - Facilities and support staff

The study programme should have at disposal facilities (lecture and study rooms, laboratories, libraries), with the associated equipment, and technical-administrative staff quantitatively and qualitatively adequate for the development of the established educational activities as designed and planned and able to allow the application of the established educational methods.

Required Documentation

Lecture rooms

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Study rooms

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Laboratories

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Libraries

…

Other resources and special initiatives

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Quality Requirement C3 - Student support services

The study programme should have at disposal student support (orienteering, tutoring and assistance) services relevant to the educational process and able to make easier students' learning and progression in their studies.

Required Documentation

Student administrative office

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Orienteering service for incoming students

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Tutoring service

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Service for carrying out training periods outside the University

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Mobility service

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Job placement service

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Quality Requirement C4 - Partnerships

The study programme should have partnerships with national and/or international businesses, research institutions and other Higher Education Institutions quantitatively and qualitatively adequate for carrying out students' external education and mobility.

Required Documentation

Partnerships for carrying out training periods outside the University

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Partnerships for carrying out mobility periods

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Quality Requirement C5 - Financial resources

The study programme should have at disposal financial resources adequate for the development of the educational process according to the designed and planned activities.

Required Documentation

Needs of financial resources

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Availability of financial resources

…

Standard D - Monitoring and Results

The study programme should monitor the results of the educational process, at least with respect to incoming students, students' learning, students' progression in their studies and graduates' placement, the students' opinion on the educational process and the employed graduates' and employers' opinion on the graduates' education, in order to check the adequacy and effectiveness of the educational service provided.

Quality Requirement D1 - Incoming students

The study programme should monitor the incoming students in order to check its attractiveness.

Required Documentation

Assessment of the possession of the admission requirements *(only first cycle and integrated second cycle SPs)*

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Enrolments in the first course year

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Quality Requirement D2 - Students' learning

The study programme should monitor the students' learning in order to check the effectiveness of the course units.

Required Documentation

Students' learning

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Further monitoring

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Quality Requirement D3 - Students' progression in their studies

The study programme should monitor the students' progression in their studies (in particular: dropouts, number of credits acquired at the end of each course year, time to graduation) in order to check the effectiveness of the educational process.

Required Documentation

Enrolments in the different course years

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Dropouts

…

Credits acquired by the students

…

Graduation time

…

Quality Requirement D4 - Students' opinion on the educational process

The study programme should monitor the students' opinion on the educational process in order to check the perceived adequacy and effectiveness.

Required Documentation

Students' opinion on the course units

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Students' opinion on the training periods outside the University

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Students' opinion on the periods of mobility

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

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Quality Requirement D5 - Graduates' placement

The study programme should monitor the graduates' placement in order to check the demand of the granted qualification and the correspondence of the educational objectives and learning outcomes of the study programme to the educational needs of the labour market.

Required Documentation

Graduates' job placement

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Prosecution of the studies in the second cycle programmes *(only for first cycle graduates)*

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Prosecution of the studies in PhD programmes *(only for second cycle graduates)*

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Quality Requirement D6 - Employed graduates' and employers' opinion on the graduates' education

The study programme should monitor the employed graduates' and employers' opinion on the graduates' education in order to check the correspondence of the educational objectives and learning outcomes of the study programme to the educational needs of the labour market.

Required Documentation

Employed graduates' opinion on the education received

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Employers' opinion on the graduates' education

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Standard E - Management system

The institution the study programme belongs to should have a public quality assurance policy and an effective organization for the quality assurance of study programmes. The policy should be put into practice through the definition and adoption of an appropriate and effective management system, able to assure the quality of the study programme and the continual improvement of the effectiveness of the processes for the study programme management and of the associated results.

Quality Requirement E1 - Policy and organization for quality assurance of study programmes

The institution the study programmes belongs to should have a public policy and an effective organization for the quality assurance of study programmes, and effective decision-making processes.

Required Documentation

Policy for quality assurance

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Organization for quality assurance

…

Quality Requirement E2 - Management system of the study programme

The study programme should implement an appropriate and effective management system, through the identification of the quality assurance processes and the definition of a relevant organisational structure.

Required Documentation

Management system of the study programme

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Quality Requirement E3 - Review

The study programme should periodically review needs and objectives, educational process, resources, results and management system, in order to guarantee their constant adequacy and effectiveness and promote the improvement of the effectiveness of the processes for the study programme management and of the associated results. Students and representatives of the labour market of reference should be involved in the review process.

Required Documentation

Management of the review process

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Results of the review process

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Quality Requirement E4 - Publicly availability of information

The study programme should make publicly available full, up to date, easily acquired information, both quantitative and qualitative, on study programme objectives, educational process, resources, results and management system.

Required Documentation

Publicity of the documentation for the QA of the SP

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