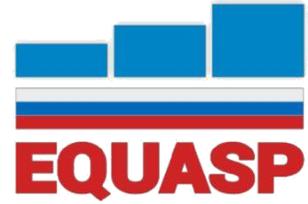




Co-funded by the
Tempus Programme
of the European Union



EQUASP Документация по программному
обеспечению
Программное обеспечение онлайн документации по
обеспечению качества образовательных программ

**EQUASP Документация по программному
обеспечению
Руководство пользователя**

М. Римонди

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	Имя и Фамилия	Должность	Подпись
Подготовлено	<i>Массимо Римонди</i>	Менеджер по продукту	
Одобрено			
Выдано			

EQUASP Документация по программному обеспечению	Программное обеспечение онлайн документации обеспечения качества образовательных программ	Стр. 2 из 22
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1. ЦЕЛЬ

В документе содержится руководство пользователя по программному обеспечению EQUASP - Программное обеспечение для онлайн документации по обеспечению качества образовательных программ.

2. СРЕДА РАЗРАБОТКИ И РАБОЧАЯ СРЕДА

EQUASP документация по программному обеспечению является веб-приложением, доступным через веб-браузер.

Данное веб-приложение представлено в двух разных контекстах: среда разработки и рабочая среда.

2.1 Среда разработки

В среде разработки содержатся тестовые задания по документации обеспечения качества (ОК) образовательных программ (ОП).

Подготовительное приложение EQUASP:

<http://equasp.pp.cineca.it/equasp>

2.2 Рабочая среда

В рабочем секторе находится действительная документация ОК ОП.

Рабочее приложение EQUASP:

<http://equasp.cineca.it/equasp>

3. СТОРОННИЕ И ЗАРЕГИСТРИРОВАННЫЕ ПОЛЬЗОВАТЕЛИ

Программное обеспечение доступно для сторонних и зарегистрированных пользователей:

- сторонние пользователи имеют доступ только к документации ОП выбранного университета;
- пользователи, зарегистрированные с помощью логина и пароля, имеют доступ к редактированию документации.

EQUASP Документация по программному обеспечению	Программное обеспечение онлайн документации обеспечения качества образовательных программ	Стр. 3 из 22
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4. ОСНОВНЫЕ ХАРАКТЕРИСТИКИ

В данном разделе описаны основные функциональные возможности программного обеспечения для документации обеспечения качества образовательных программ.

4.1 СПИСОК УНИВЕРСИТЕТОВ

На первой странице представлен список университетов-партнеров.
EQUASP университет – это фиктивный университет, содержащий примерную образовательную программу.

EQUASP Документация по программному обеспечению	Программное обеспечение онлайн документации обеспечения качества образовательных программ	Стр. 4 из 22
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ON-LINE QUALITY ASSURANCE OF STUDY
PROGRAMMES

English русский Sign In



University

RELOAD

Search box

enter a filter value, apply on all columns

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

EQUASP - ON-LINE QUALITY ASSURANCE OF STUDY PROGRAMMES



4.2 ВЫБОР ЯЗЫКА

Система по умолчанию предлагает язык в зависимости от выбранного университета (английский или русский). Пользователь может изменить предложенный по умолчанию язык.

Когда пользователь меняет язык, система отображает переводы на выбранном языке:

- всех заголовков на полях страницы;
- всех данных, отображаемых на страницах приложения.

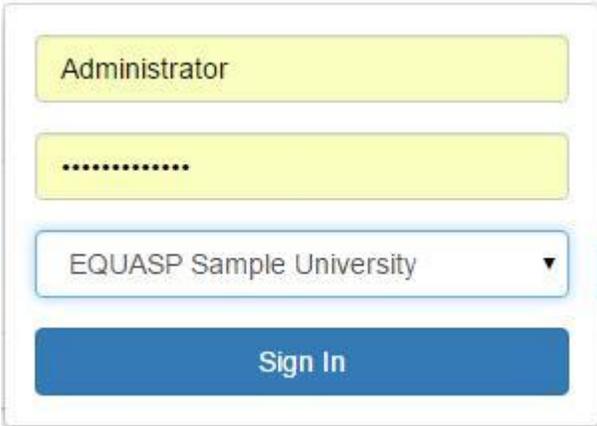
EQUASP документация по программному обеспечению	Программное обеспечение онлайн документации обеспечения качества образовательных программ	Стр. 5 из 22
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4.3 ВЫБОР ОБРАЗОВАТЕЛЬНОЙ ПРОГРАММЫ

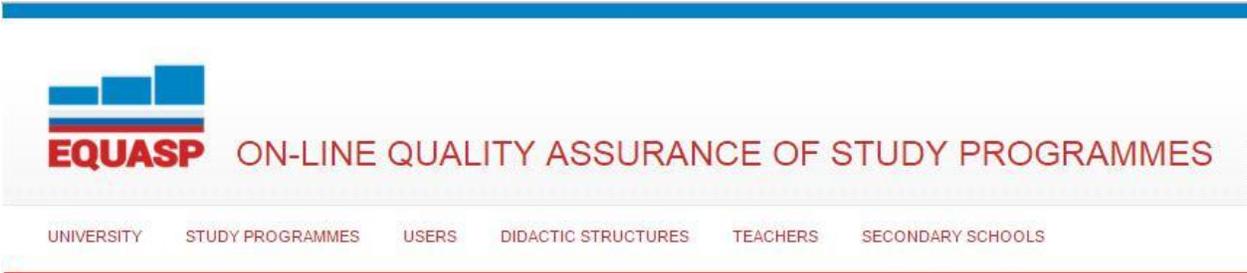
Когда сторонний пользователь выбирает университет из списка университетов и нажимает кнопку «Образовательные программы», система переходит к странице со списком образовательных программ.

4.4 АВТОРИЗАЦИЯ

Этот раздел предназначен для зарегистрированных пользователей для составления документации.
Зарегистрированные пользователи должны ввести имя пользователя, пароль и свой собственный университет.



После ввода логина при наличии доступа к “ROLE_ADMIN” система показывает меню приложения.



4.5 УНИВЕРСИТЕТ

Эта функция доступна только зарегистрированным пользователям с доступом к "ROLE_ADMIN" для внесения и обновления следующей информации о выбранном университете.

University

RELOAD

Search box

enter a filter value, apply on all columns

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

Нажатие на кнопку **Edit (редактирование)** переключает систему на страницу редактирования, позволяя пользователю изменять информацию о университете:

- Краткое описание (англ.)
- Полное описание (англ.)
- Краткое описание (рус.)
- Полное описание (рус.)
- Сайт университета

University

RELOAD

Search box

enter a filter value, apply on all columns

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

4.6 ПОЛЬЗОВАТЕЛИ

Эта функция доступна только зарегистрированным пользователям с доступом к “ROLE_ADMIN” для определения и управления приложением выбранного университета.. Пользователь ROLE_ADMIN может добавлять новых пользователей, удалять пользователей или обновлять следующую информацию о пользователе.

Users + ADD RELOAD

Search box
enter a filter value, apply on all columns

User Name	User Role	
Administrator	Administrator	 

При нажатии на кнопку **Add (добавить)** создается новый пользователь, вносится следующая информация:

- Имя пользователя;
- Пароль пользователя;
- Функция пользователя: ROLE_ADMIN или ROLE_USER.

User ×

User Name

Old Password

Required

New Password

Required

Confirm Password

User Role
 ▼

Нажатие на кнопку **Edit (редактирование)** переключает систему на страницу редактирования, позволяя изменять информацию о пользователе:

Нажатие на кнопку **Delete (удалить)** удаляет выбранного пользователя.

4.7 СТРУКТУРНЫЕ ПОДРАЗДЕЛЕНИЯ

Эта функция доступна только зарегистрированным пользователям с доступом к “ROLE_ADMIN” для определения и управления структурным подразделением выбранного университета (например, кафедра), реализующим образовательную программу.

Пользователь ROLE_ADMIN может добавлять новые структурные подразделения (не относящиеся к образовательным программам) или обновлять информацию о структурном подразделении выбранного университета.

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		✎ ✖

При нажатии на кнопку **Add (добавить)** создается новое структурное подразделение, вносится следующая информация:

:

- Код структурного подразделения,
- Краткое описание структурного подразделения (англ.),
- Полное описание структурного подразделения (англ)
- Краткое описание структурного подразделения (рус.),
- Полное описание структурного подразделения (рус.)

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

Нажатие на кнопку **Edit (редактирование)** переключает систему на страницу редактирования, позволяя изменять информацию о структурном подразделении выбранного университета:

Нажатие на кнопку **Delete (удалить)** удаляет выбранное структурное подразделение.

5. ДОКУМЕНТАЦИЯ ПО ОБЕСПЕЧЕНИЮ КАЧЕСТВА ОБРАЗОВАТЕЛЬНЫХ ПРОГРАММ

Функция доступна сторонним и зарегистрированным пользователям:

- Сторонние пользователи имеют доступ только к образовательной программе выбранного университета.
- Зарегистрированные пользователи (например, преподаватель образовательной программы) могут редактировать документацию по обеспечению качества образовательных программ.

5.1 СПИСОК ОБРАЗОВАТЕЛЬНЫХ ПРОГРАММ

После выбора пользователем академического года система предоставляет список образовательных программ, реализуемых выбранным университетом в данном учебном году. Список классифицирован по типу образовательной программы (программы бакалавриата и магистратуры):

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

При нажатии на кнопку **Add (добавить)** формируется новая образовательная программа (бакалавриат и магистратура) выбранного университета, включая следующую информацию:

- Код образовательной программы
- Краткое описание образовательной программы (англ.)
- Цель образовательной программы (англ.)
- Краткое описание образовательной программы (рус.)
- Цель образовательной программы (рус.)
- Структурное подразделение, реализующее образовательную программу
- Начало академического года образовательной программы
- Конец академического года образовательной программы

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]	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		Phisics Depart	2010/2011	2011/2012	C	

Нажатие на кнопку **Edit (редактирование)** переключает систему на страницу редактирования, разрешая пользователю изменять информацию об образовательной программе выбранного университета.

Нажатие на кнопку **Delete (удалить)** удаляет выбранную образовательную программу.

Нажатие на кнопку **Detail (детали)** переключает систему на страницу, где представлены шесть разделов, содержащих соответствующие требования:

- 0 – Общие сведения
- A – Потребности и цели
- B – Образовательный процесс
- C - Ресурсы
- D – Мониторинг и результаты
- E – Система менеджмента

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

EQUASP ON-LINE QUALITY ASSURANCE OF STUDY PROGRAMMES

Tempus

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	Phisics Department	Typology	Bachelor
Start Academic Year	2010	End Academic Year	2011
Duration	4		

При нажатии на кнопку **Create pdf (создать pdf)** создается pdf документ, содержащий информацию по образовательной программе.

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 - ОБЩИЕ СВЕДЕНИЯ

Информация и данные по обеспечению качества образовательной программы собраны в папки. Первая папка содержит общую информацию об образовательной программе.

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	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>	

Зарегистрированный пользователь может редактировать информацию, содержащуюся в каждом поле страницы, добавлять текст, указывать один или несколько URL, или прикреплять один или несколько файлов:

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

SAVE

5.3 А - ПОТРЕБНОСТИ И ЦЕЛИ

Папка содержит информацию о выявленных образовательных потребностях и определенных образовательных целях.

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 В – ОБРАЗОВАТЕЛЬНЫЙ ПРОЦЕСС

В папке содержится информация по образовательному процессу, направленному на достижение определенных учебных результатов.

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 credits¹ 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 – РЕСУРСЫ

Папка содержит информацию и данные о доступных ресурсах: преподавательском составе, материальных ресурсах, финансах, службах помощи студентам и партнерских связях с предприятиями, научно-исследовательскими институтами и другими высшими учебными заведениями для достижения установленных образовательных целей.

0 - General Entry	A - Needs and Objectives	B - Educational process	C - Resources	D - Monitoring and Results	E - Management System
Teaching staff					
<p>Teaching staff</p> <p>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.</p>					
<p>Teaching support staff</p> <p>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.</p>					
Facilities and support staff					
<p>Lecture rooms</p> <p>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.</p>					
<p>Study rooms</p> <p>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.</p>					
<p>Laboratories</p> <p>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.</p>					
<p>Libraries</p> <p>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.</p>					

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 – МОНИТОРИНГ И РЕЗУЛЬТАТЫ

Папка содержит результаты образовательного процесса и мнения заинтересованных сторон о его качестве.

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 to 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	
<p>Graduates' job placement</p> <p><i>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.</i></p>	 
<p>Prosecution of the studies in the second cycle programmes</p> <p><i>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.</i></p>	 
<p>Prosecution of the studies in PhD programmes</p> <p><i>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.</i></p>	 
Employed graduates' and employers' opinion on the graduates' education	
<p>Employed graduates' opinion on the education received</p> <p><i>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.</i></p>	 
<p>Employers' opinion on the graduates' education</p> <p><i>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).</i></p>	 

5.7 E – УПРАВЛЕНИЕ СИСТЕМОЙ

Папка содержит информацию о политике, системе обеспечения и менеджмента качества структурного подразделения, реализующего образовательную программу.

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 documents 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.