Tempus Project n. 517340-TEMPUS-1-2011-1-IT-TEMPUS-SMGR
DOCUMENTATION FOR QUALITY ASSURANCE
OF STUDY PROGRAMMES
(DoQuP)

WP.1 - Definition and implementation of an on-line documentation system for quality assurance of study programmes in partner countries

Deliverable 1.1 - Standards for the quality assurance of study programmes

Deliverable 1.2 - Information and data for the quality assurance of study programmes

Deliverable 1.3 – Methodologies and procedures of definition, gathering, elaboration and presentation of the identified information and data for the quality assurance of study programmes

DoQuP Standards and Guidelines for the internal quality assurance of study programmes in partner countries (DoQuP Model) - Documentation File

Final

June 2014

Institution …

Documentation for the quality assurance of the study programme in

xxx

General Entry
Official Name of the Study Programme   …
Qualification   …
Cycle /Level   …
Type of Degree & Length   …
Institution(s)   …
Accreditation Organisation(s)   …
Period of reference   …
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, establish educational objectives coherent with the mission of the institution the study programme belongs to and the educational needs of the labour market of reference, and learning outcomes coherent with the established educational objectives.

Quality Requirement A1 - Educational needs of the labour market

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

Organisations consulted and Methods and schedule of the consultation

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Identified educational needs of the labour market

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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 educational needs of the labour market of reference.

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 with the established educational objectives.

Learning outcomes

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

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Standard B - Educational process

The study programme should assure students educational activities able to accomplish the established learning outcomes through contents, methods and times adequately designed and planned, take under control their development, assure a correct assessment of students' learning through suitable assessment methods and criteria, and establish appropriate criteria for students' progression in their studies.

Quality Requirement B1 - Admission qualifications and requirements

The study programme or the competent authority should define qualifications and requirements for the admission to the study programme adequate for a profitable participation of the students to the established educational activities, in particular of the first course year.

Admission to the study programme *(Qualifications and requirements for the admission to the study programme, Assessment of the mastery of the admission requirements and Criteria of admission)*

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Quality Requirement B2 - Design and planning of the educational process

The study programme should design a curriculum and characteristics of the didactic units consistent with the established learning outcomes. The study programme should also establish appropriate criteria for students' progression in their studies.

Furthermore, the study programme should plan the development of the educational process in such a way that students are able to achieve the learning outcomes in the expected time, according to a gradual process and activities coherent and coordinated with each other.

Curriculum

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Characteristics of the didactic units

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Characteristics of the graduation exam

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Suitability of the syllabus to the achievement of the learning outcomes

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Criteria for students' progression in their studies

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Calendar and timetable of didactic units and exams

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Quality Requirement B3 - Realization of the educational process

The study programme should implement the educational process coherently with the designed and planned development.

The study programme should also control the development of the educational process, in order to check its correspondence with the designed and planned development, and the adequacy of the assessment tests to the learning outcomes and the correctness of the evaluation of the students' learning.

Correspondence with the designed and planned development

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Control of the assessment tests and of the evaluation of the students' learning

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Standard C - Resources
The study programme should have at disposal teaching staff, facilities, financial resources, student support services and partnerships with businesses, research institutions and other Higher Education Institutions adequate for the accomplishment 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, adequate for the achievement of the established learning outcomes.
Teaching staff … **Teaching support staff** …
Quality Requirement C2 - Facilities
The study programme should have at disposal facilities, with the associated equipments, quantitatively and qualitatively adequate for the development of the established educational activities and able to allow the application of the established didactic methods.
Classrooms … **Rooms for individual study** … **Laboratories** … **Libraries** ... **Other resources and special initiatives** …
Quality Requirement C3 - Financial resources *(optional)*
The study programme should have at disposal financial resources adequate for the development of the educational process according to the designed and planned activities.
Needs of financial resources … **Availability of financial resources** …
Quality Requirement C4 - 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.
Student administrative office …

Orienteering service for students in entrance

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Tutoring service

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Service for carrying out training periods outside University

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Service for students' international mobility

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Job placement service

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Quality Requirement C5 - Partnerships

The study programme should have at disposal partnerships with national and 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 University

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Partnerships for carrying out international mobility periods

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Standard D - Monitoring and Results

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

Quality Requirement D1 - Entrance students

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

Assessment of the mastery of the admission requirements *(only for the first cycle and integrated programmes)*

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Enrolments at 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 didactic units.

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.

Enrolments at the different course years

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Dropouts

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Credits acquired by the students

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Graduation time

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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.

Students' opinion on the didactic units

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Students' opinion on the training periods outside University

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Students' opinion on the periods of international 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 qualification spendability, the correspondence of the study programme educational objectives to and the adequacy of the study programme learning outcomes for the educational needs of the labour market.

Graduates' job placement

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

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Employed graduates' opinions on the education received

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Employers' opinion on the graduates' education *(optional)*

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Standard E - **Management system for quality**
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 adequate and effective management system for quality of the study programmes, able to promote and assure their quality and the improvement of the effectiveness of the processes for the study programme management and of the associated results, and should assure its continual adequacy and effectiveness. Furthermore, the study programme should guarantee the publicity of the information on its characteristics and results.

Quality Requirement E1 - Policy and organization for quality assurance
The institution the study programmes belongs to should have a public quality assurance policy and an effective organization for the quality assurance of study programmes.

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 adopt an adequate and effective management system, through the identification of the processes for a management for quality of the study programme and the definition of an adequate organisational structure.

Management system of the study programme
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Quality Requirement E3 - Revision
The study programme should periodically revise needs and objectives, educational process, resources, results and management system, so 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.

Management modalities of the revision process
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Results of the revision process
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Quality Requirement E4 - Publicity of information
The study programme should make public full, up to date, easily acquired information, both quantitative and qualitative, on programme objectives, educational process, resources, results and management system.

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