



**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)**

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Responsibilities Table

Final

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Responsibilities Table

The aim of the ‘Responsibilities Table’ is to support the study programmes (SPs) of the partner countries in the definition and documentation of their ‘organisational structure’, i.e. of the responsibilities for the management of the processes for a management for quality and for the documentation of information and data for the quality assurance of the SPs identified by the DoQuP Model.

With ‘responsibilities’ the table intends the persons or bodies in charge of the management of the activities and of the documentation for the quality assurance of a SP. The table lists all the expected activities and the associated documentation identified in the DoQuP Model and proposes two columns with the heading “Persons/bodies in charge ...”, because it may happen that, in some cases, the person/body in charge of one activity is not the same person/body in charge of the production of the associated documentation.

It is important to underline that the table has only the purpose to provide a source of guidance to each partner University in the definition and documentation of its own organisational structure. Consequently, the organisation of the table can be adapted, in particular as for the columns ‘Expected activities’ and ‘Persons/Bodies in charge of the activities’, in order to take into account organisation and characteristics of the SPs of each partner University.

Responsibilities Table

Standards	Quality Requirements	Fundamental Processes	Sub-processes	Position/s of responsibility in charge of the processes / sub-processes	Required Documentation	Responsible/s of the documentation of activities and/or results <i>(only if different from the position/s of responsibility in charge of the processes / sub-processes)</i>
A - Needs and Objectives	A1 - Educational needs of the labour market	A1 - Identification of the educational needs of the labour market	Definition of the organisations representative of labour market to be consulted		Organisations consulted	
			Definition of the methods and schedule of consultation		Methods and schedule of consultation	
			Identification of the educational needs of the labour market		Identified educational needs of the labour market	
	A2 - Educational objectives	A2 - Definition of the educational objectives			Educational objectives	
	A3 - Learning outcomes	A3 - Definition of the learning outcomes	Definition of the learning outcomes		Learning outcomes	
			Comparison with the learning outcomes of other SPs of the same typology		Results of the comparison with the learning outcomes of other SPs of the same typology	
B - Educational process	B1 - Admission qualifications and requirements	B1 - Definition of the admission qualifications and requirements	Definition of qualifications, requirements for the admission to the SP		Qualifications and requirements for the admission to the SP	
			Assessment of the mastery of the admission requirements		Assessment of the mastery of the admission requirements	
			Definition of the criteria of admission		Criteria of admission	
	B2 - Design and planning of the educational process	B2 - Design and planning of the educational process	Definition of the curriculum		Curriculum	
			Definition of the characteristics of the didactic units		Characteristics of the didactic units	
			Definition of the characteristics of the graduation exam		Characteristics of the graduation exam	
			Documentation of the suitability of the curriculum to the achievement of the learning outcomes		Suitability of the curriculum to the achievement of the learning outcomes	

			Definition of the criteria for students' progression in their studies		Criteria for students' progression in their studies	
			Definition of calendar and timetable of didactic units and exams		Calendar and timetable of didactic units and exams	
	B3 - Realization of the educational process	B3 - Realization of the educational process	Control of the correspondence of the development of the educational process with the designed and planned development		Control modalities and results of the control of the correspondence of the development of the educational process with the designed and planned development	
			Control of the adequacy of the assessment tests to the learning outcomes and of the correctness of the evaluation of the students' learning		Control modalities and results of the control of the adequacy of the assessment tests to the learning outcomes and of the correctness of the evaluation of the students' learning	
C - Resources	C1 - Teaching staff	C1 - Identification and put at disposal of the teaching staff	Identification of the needs of teaching staff		Criteria of identification of the needs of teaching staff	
			Put at disposal of the teaching staff		Criteria of choice or selection of the teaching staff Teaching staff Activities of improvement of the didactic skills of the teaching staff	
			Identification of the needs of teaching support staff		Criteria of identification of the needs of teaching support staff	
			Put at disposal of the teaching support staff		Criteria of choice or selection of the teaching support staff Teaching support staff	
	C2 - Facilities	C2 - Identification and put at disposal of facilities (in particular: lesson rooms, laboratories, libraries)	Identification of the needs of classrooms		Classrooms utilised by the SP	
			Put at disposal of classrooms			
			Identification of the needs of rooms for individual study		Rooms for individual study utilised by the students of the SP	
			Put at disposal of rooms for individual study			
			Identification of the needs of laboratories		Laboratories utilised by the SP	
			Put at disposal of laboratories			
	Identification of the needs of libraries		Libraries utilised by the students of the SP			

			Put at disposal of libraries			
	C3 - Financial resources <i>(optional)</i>	C3 - Identification of the needs and put at disposal of financial resources	Identification of the needs of financial resources		Needs of financial resources	
			Put at disposal of financial resources		Availability of financial resources	
	C4 - Student support services	C4 - Organisation and management of student support (orienteering, tutoring and assistance) services	Organisation and management of the student administrative office		Organization, staff, activities and results of the student administrative office	
			Organisation and management of the orienteering service for students in entrance		Organization, staff, activities and results of the orienteering service for students in entrance	
			Organisation and management of the tutoring service		Organization, staff, activities and results of the tutoring service	
			Organisation and management of the service for carrying out training periods outside University		Organization, staff, activities and results of the service for carrying out training periods outside University	
			Organisation and management of the service for students' international mobility		Organization, staff, activities and results of the service for students' international mobility	
			Organisation and management of the job placement service		Organization, staff, activities and results of the job placement service	
	C5 - Partnerships	C5 - Establishment of partnerships with national and international businesses, research institutions and other Higher Education Institutions for carrying out students' external education and mobility	Definition of the partnerships for carrying out training periods outside University		Partnerships for carrying out training periods outside University Results of the monitoring of the training periods outside University	
			Definition of the partnerships for carrying out international mobility periods		Partnerships for carrying out international mobility periods Results of the monitoring of the international mobility periods	
D - Monitoring and Results	D1 - Entrance students	D1 - Monitoring of the entrance students	Monitoring of the assessment of the mastery of the admission requirements <i>(only for first cycle and integrated programmes)</i>		Results of the assessment of the mastery of the admission requirements <i>(only for first cycle and integrated programmes)</i>	

			Monitoring of the enrolments at the first course year		Results of the enrolments at the first course year	
	D2 - Students' learning	D2 - Monitoring of the students' learning			Results of the students' learning	
	D3 - Students' progression in their studies	D3 - Monitoring of the students' progression in their studies			Results of the enrolments at the different course years	
					Results of the dropouts	
					Results of the credits acquired by the students who pass from one course year to the successive one	
					Results of the graduation time	
	D4 - Students' opinion on the educational process	D4 - Monitoring of the students' opinion on the educational process	Monitoring of the students' opinion on the didactic units		Monitoring instrument, schedule and results of the students' opinion on the didactic units	
			Monitoring of the students' opinion on the training periods outside University		Monitoring instrument, schedule and results of the students' opinion on the training periods outside University	
			Monitoring of the students' opinion on the periods of international mobility		Monitoring instrument, schedule and results of the students' opinion on the periods of international mobility	
			Monitoring of the opinion of the final year students on the educational process and on the student support services		Monitoring instrument, schedule and results of the opinion of the final year students on the educational process and on the student support services	
	D5 - Graduates' placement	D5 - Monitoring of the graduates' placement	Monitoring of the graduates' job placement		Monitoring instrument, schedule and results of the graduates' job placement	
			Monitoring of the prosecution of the studies in the second cycle programmes (<i>only for first cycle programmes</i>)		Results of the prosecution of the studies in the second cycle programmes (<i>only for first cycle programmes</i>)	
			Monitoring of the employed graduates' opinions on the education received		Monitoring instrument, schedule and results of the employed graduates' opinions on the education received	
			Monitoring of the employers' opinion on the graduates' education (<i>optional</i>)		Monitoring instrument, schedule and results of the employers' opinion on the graduates' education (<i>optional</i>)	

E - Management System for Quality	E1 - Policy and organization for quality assurance	E1 - Definition of the policy and organization for quality assurance			Policy for quality assurance	
					Organization for quality assurance	
	E2 - Management system of the study programme	E2 - Definition of the management system of the study programme			Management system of the study programme	
	E3 - Revision	E3 - Revision			Management modalities of the revision process Results of the revision process	
E4 - Publicity of information	E4 - Publicizing of information on the SP			Publicly available information on the study programme		