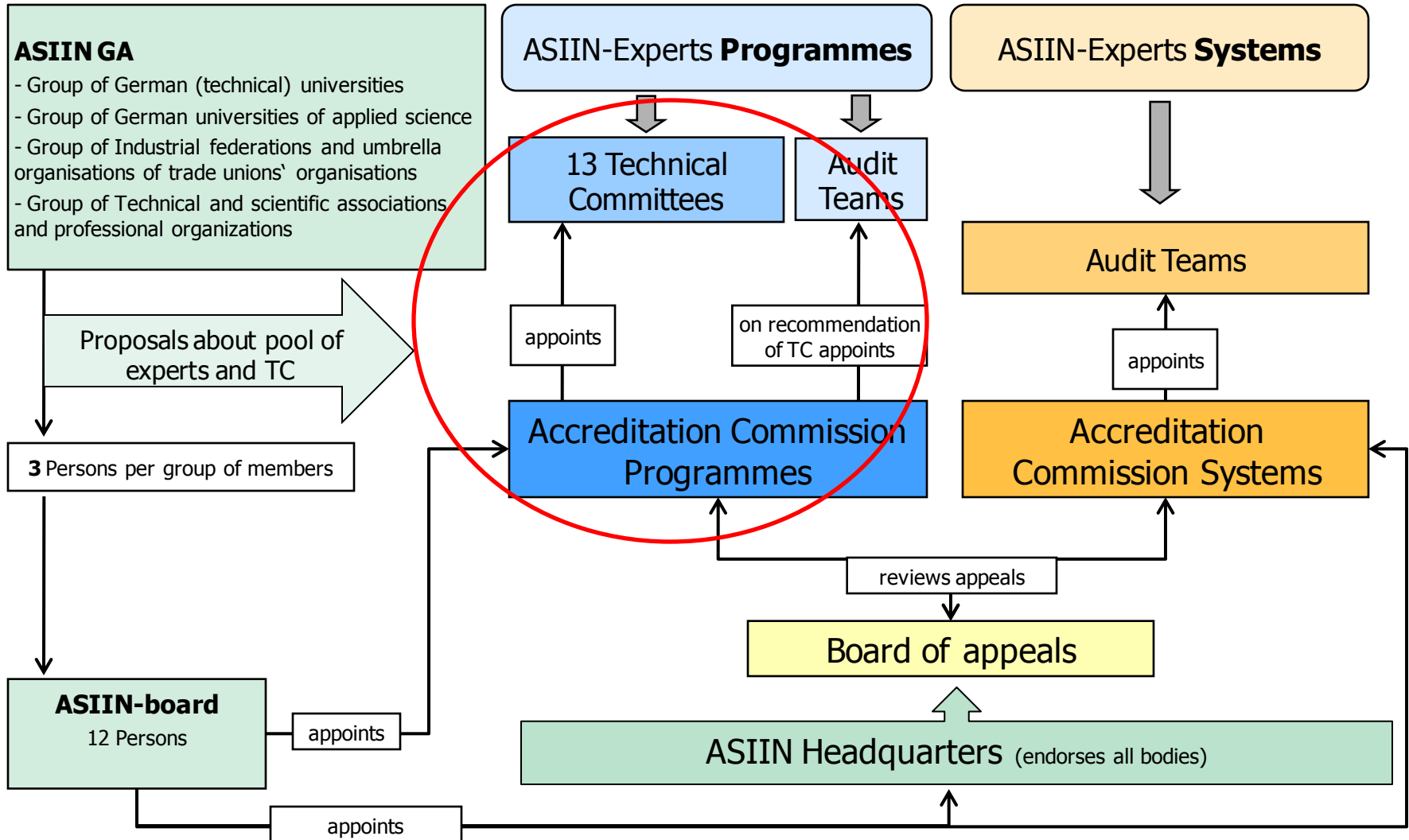# The Course Of The Accreditation Process

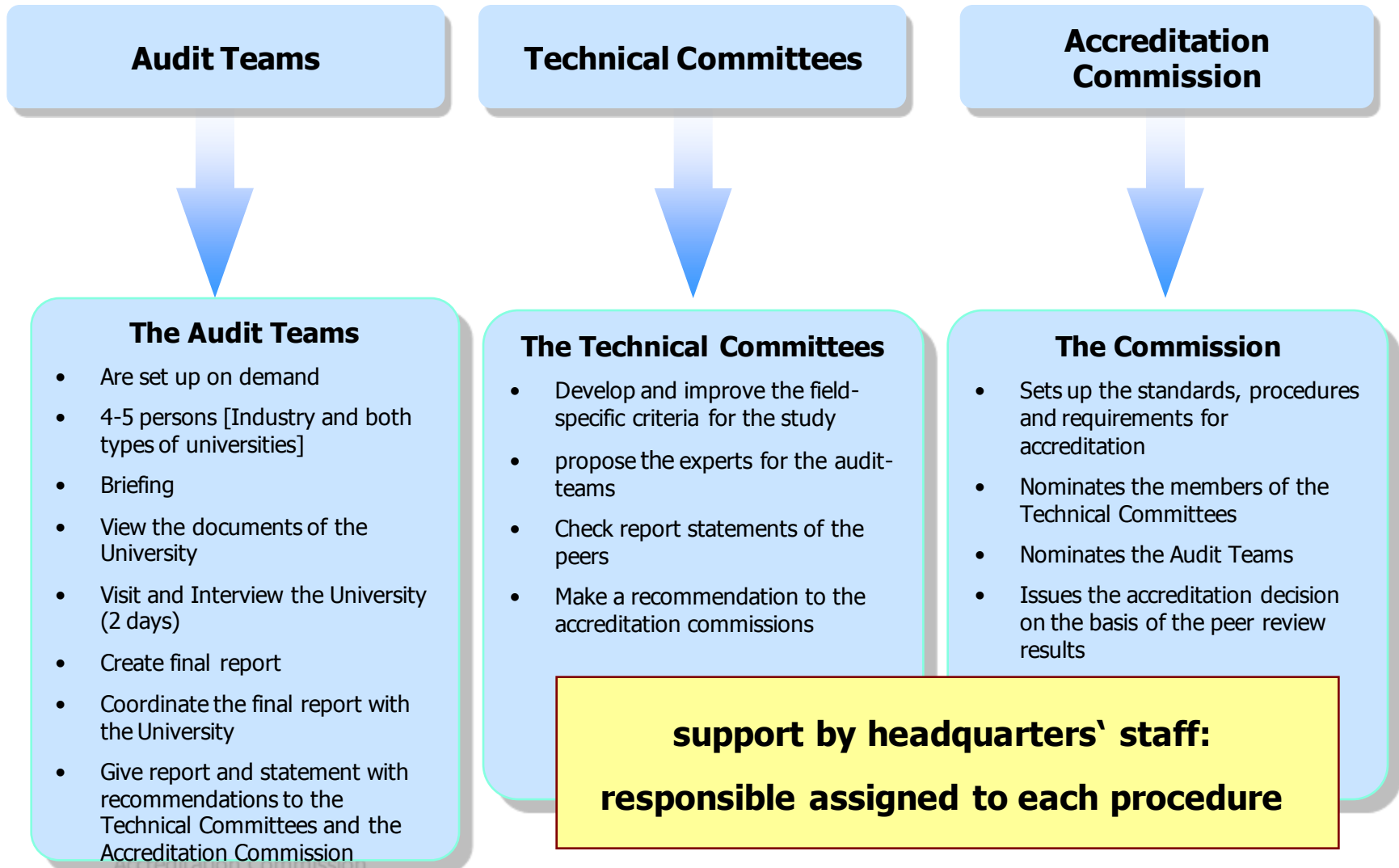**Mongolian University of Science and Technology**

Ulan Bator, January 26-28, 2015

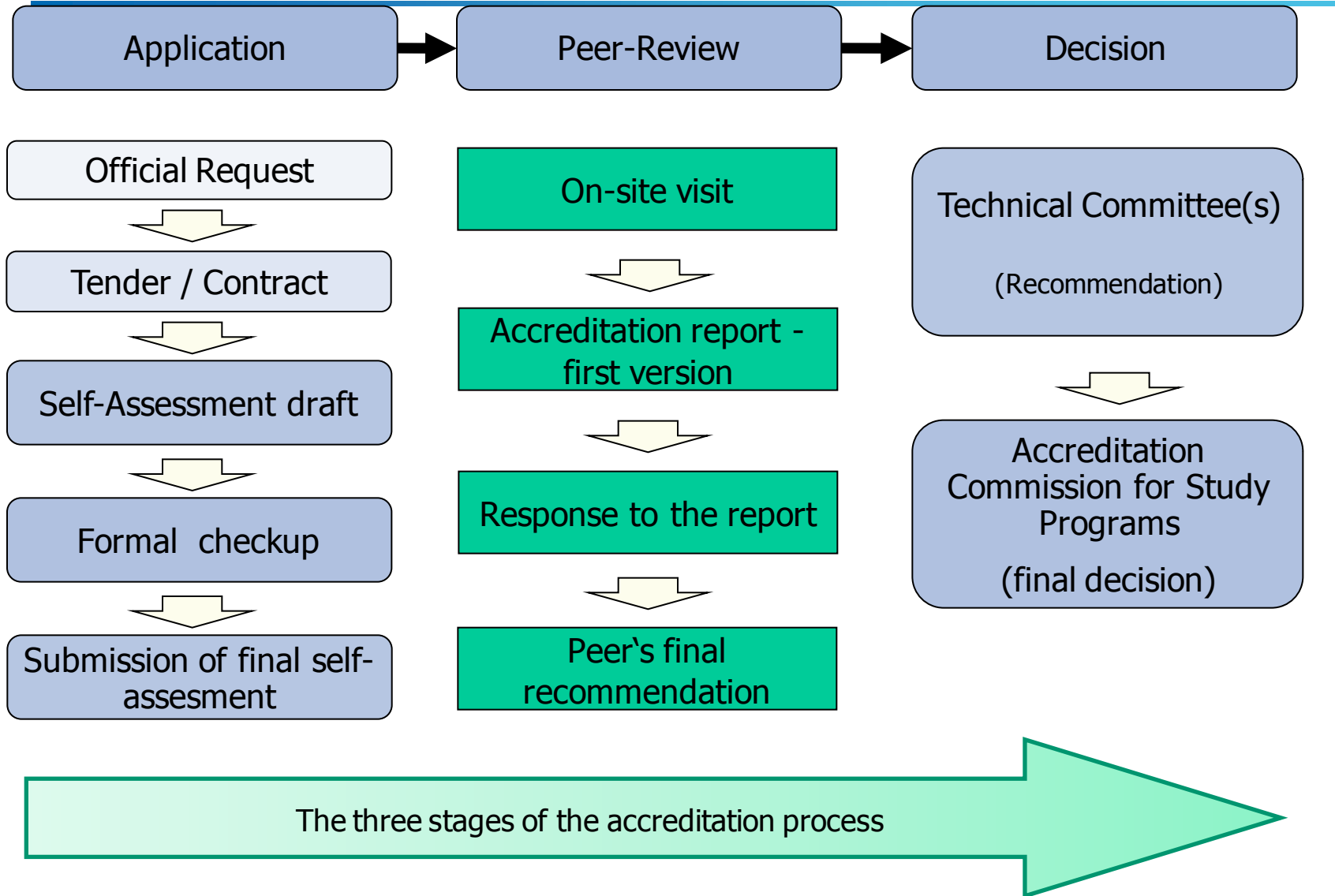# Organizational structure of ASIIN

ASIIN GA
- Group of German (technical) universities
- Group of German universities of applied science
- Group of Industrial federations and umbrella organisations of trade unions' organisations
- Group of Technical and scientific associations and professional organizations

Proposals about pool of experts and TC

3 Persons per group of members

ASIIN-board
12 Persons

appoints

ASIIN-Experts **Programmes**

ASIIN-Experts **Systems**

13 Technical Committees

Audit Teams

appoints

on recommendation of TC appoints

Accreditation Commission Programmes

Audit Teams

appoints

Accreditation Commission Systems

reviews appeals

Board of appeals

ASIIN Headquarters (endorses all bodies)

appoints

Who does what during the accreditation process?

Audit Teams

The Audit Teams

- Are set up on demand
- 4-5 persons [Industry and both types of universities]
- Briefing
- View the documents of the University
- Visit and Interview the University (2 days)
- Create final report
- Coordinate the final report with the University
- Give report and statement with recommendations to the Technical Committees and the Accreditation Commission

Technical Committees

The Technical Committees

- Develop and improve the field-specific criteria for the study
- propose the experts for the audit-teams
- Check report statements of the peers
- Make a recommendation to the accreditation commissions

Accreditation Commission

The Commission

- Sets up the standards, procedures and requirements for accreditation
- Nominates the members of the Technical Committees
- Nominates the Audit Teams
- Issues the accreditation decision on the basis of the peer review results

support by headquarters' staff:

responsible assigned to each procedure

Accreditation Process in a nutshell

Application	→	Peer-Review	→	Decision

Application
- Official Request
- ⬇
- Tender / Contract
- ⬇
- Self-Assessment draft
- ⬇
- Formal checkup
- ⬇
- Submission of final self-assesment

Peer-Review
- On-site visit
- ⬇
- Accreditation report - first version
- ⬇
- Response to the report
- ⬇
- Peer's final recommendation

Decision
- Technical Committee(s) (Recommendation)
- ⬇
- Accreditation Commission for Study Programs (final decision)

The three stages of the accreditation process

Initiation of the Accreditation Process

→HEI must turn in the Accreditation Request

→Discussion in ASIIN's Technical Committee(s)

→HEI will receive tender letter
  (including benefits, price
        and a proposed timeline)

- Self assessment report must be compiled by the university
- It is based on the internal QA-system

- Compilation takes 6-12 months to prepare
- Univesity staff (administrative and academic) needs to contribute content

The course of an accreditation process

1. **Preliminary meeting** – discussion of first draft of the self assessment

2. Final version of the **self assessment**

3. **Questions** of the auditors

ASIIN® e.V.

General criteria for the accreditation of degree programmes

Engineering, Informatics, Architecture, Natural Sciences, Mathematics, individually and in combination with other subject areas

Version:	10/12/2010
Status:	Decision of the Accreditation Commission

A Peer Review - The Audit

- ASIIN has a pool of about 1,600 peers
- Standard team for initial accreditation:
  5 ASIIN peers → representatives from
  - Technical Universities or Universities (more research oriented; 1-2 peers)
  - Universities of Applied Sciences (1-2 peers)
  - Industry (1 peer)
  - Student (1 peer)
- Principles:
  - Independence
  - Expertise
  - Comprehensiveness
  - Authority

Peer review in accreditation

Peers are…

- "equals", i. e. **colleagues from the relevant academic fields**

- represent the **academic community** and **prospective employers**.

- involved on **all levels of the accreditation process**.

Typical requirement profile for peers

Peers

- ✓ renowned **experts** for the relevant academic field

- ✓ recommended by an **expert organisation** relevant to their academic field

- ✓ **act independently**, not as representatives of a single interest group or organisation.

- ✓ **respect the requirements** and procedural principles.

- ✓ **critically discuss** the institutional strategy and the objectives of a degree programme with the HEI, **without prescribing** either.

Typical requirement profile for peers

Peers…

✓ discuss the relevance, accessibility and process of definition of educational objectives.

✓ formulate questions rather than statements and allow their dialogue partners to explain their views.

✓ moderate the discussion process as to reach a joint of understanding or at least a mutual understanding for opposing views.

The on-site visit

Internal discussion of auditors

Discussion with representatives of institution's administration

Discussion with professors responsible for the development of the programme

Discussion with academic staff

Discussion with students

Review of exams (written, final, projects…)

Visitation of the institution (laboratories, library, …)
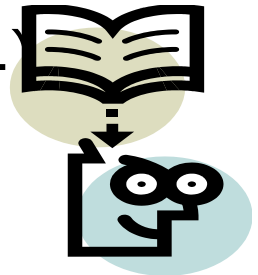
Final internal discussion of auditors

Final meeting with institution's representatives

The course of an accreditation process

4. **Audit** and production of **auditors' report**

5. **Comments** by university (submission of additional information material, if required)

6. Final **recommendation** by the auditors

Standard 1½-Day Audit (to be adapted upon need)

Preceding evening

By 17:00 Arrival of the audit team

17:00 **Preliminary meeting of the audit team**

Focus areas: Analysis of the application for accreditation; unanswered questions; topics for discussion on-site

Audit

08:30 **Opening meeting with the programme coordinators and the institution of higher education administration**

Focus areas: The institution's development plans; the position of the subject/ degree programme within the institutional context; the profile and development prospects of the subject / degree programme from the perspective of the institution's administration

Study, teaching and research at the participating institutions; staff planning; cooperation; development prospects; resources; communication and coordination; organisation of the course of study and teaching management; quality assurance

09:15 Break, internal discussions

The On-Site Visit – Sample Audit Schedule

09:30 **Meeting with the programme coordinators**

Focus areas: Objectives; curriculum; programme structure; teaching and research content and methods; guidance and supervision of students; organisation of examinations; success of the programme; labour market relevance

11:00 Break, internal discussions

11:15 **Meeting with students at different stages of the degree programme and the student body (especially in the case of reaccreditation)**

Focus areas: Objectives and the degree programme; course content, organisation and structure of the programme; examinations; guidance and supervision of students; working conditions; study abroad

12:15 Lunch, internal discussions

The On-Site Visit – Sample Audit Schedule

13.00   **Perusal of examination papers, project work and final theses**

13:45   **Meeting with the teaching staff of the degree programme**

Focus areas: Curriculum; programme structure; teaching content and methods; guidance and supervision of students; professional development of teaching staff

14:45   **Tour of the participating institutions**

Inspection of laboratories, technical equipment, study-related facilities (e.g. library, rooms for teaching and study), projects

15:45   Final internal consultations of the audit team

16:30   **Closing meeting with the programme coordinators**

Focus areas: Summary of the impressions gained during the day by the audit team; opportunity for the programme coordinators to provide additional explanations or clarify points that remain unclear

17:00   Conclusion of audit

The course of an accreditation process

7. Discussion in relevant **Technical Committee(s)**

8. Discussion in the **Accreditation Commission**

➔ **Decision and conclusion**

Time frame

Approximately 6 months

**Submission of the final self assessment report**
- Audit (+12 weeks)
- Audit report (+4 weeks)
- Comments by the HEI (+2 weeks)
- Recommendation of the peers (+1 week)
- Recommendation of the Technical Committee(s) (+4 weeks)

Decision of the Accreditation Commission (+2 weeks)

Delivery of the report and certificates (+ 4 weeks)

Fulfillment of requirements (+ 9 months)

Financial Framework

- ASIIN e.V. is a non-profit organisation

- Costs depend on:
  - Number of peers ($\rightarrow$ travelling, accomodation and subsistence)
  - Number of programmes to be accredited
  - Duration of audit

Services
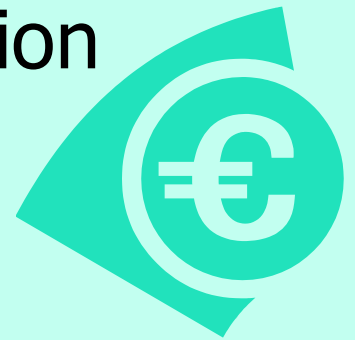
- ✓ Formal review of the draft self-assessment report
- ✓ Optional preliminary meeting usually at the ASIIN office
- ✓ Organisation of the audit and the audit team
- ✓ Accreditation report & certificate
- ✓ Intensive support before, during and after the audit
- ✓ Listing and description of the programmes on ASIIN's website
- ✓ Award of additional European quality labels
  (if applied for at a nominal fee)