

Quality-Assurance by Accrediting Graduate Study Programmes at Institutes of Higher Education

Manual for
Accrediting Courses at Institutes of Higher Education
2005

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4.2.3 On-Site Visit

During site visits the peers will be accompanied and supported by a ZEvA representative whose responsibility will be to organise the visit, take minutes of the discussions and to draw up a draft experts report.

An agenda will be drawn up for site visit that can be modified to take into account special features and requirements of the subjects and group of experts in each procedure.

4.2.4 Timetable for an On-Site Visit

An example for a site visit is shown below.

Evening beforehand	
by 4 p.m.	Expert group and ZEvA representatives arrive.
4-8 p.m.	Preliminary meeting of the expert group Focuses: role of the expert group; agenda and structure of the site visit; allocation of responsibilities amongst the experts (overall management, chairing discussions); critical points of the documentation; basic structure of the expert report; agenda for the subsequent steps in the procedure.
Afterwards:	Dinner for the group of experts

Site discussions	
08:00 - 08:30 a.m.	Kick-off discussion with the institute management
08:45 - 09:30 a.m.	Kick-off discussion with the Dean Focuses: institute's development planning; the standing of the subject within the context of the institute; profile and development perspectives of the subjects; studying and teaching in the department or faculty; human resources planning; co-operations; equipment; communication and coordination; the course of study applied for within the subject; quality assurance.
09:30 - 10.00 a.m.	Break, internal discussion
10:00 - 11:00 a.m.	Discussion with those responsible for the programme Focuses: educational objectives; relevance to the labour market; curriculum; course of study; teaching contents and methods; advisory assistance to and monitoring of the students; organisation of examinations; successful studying; marketing the course
11:00 - 11.15 a.m.	Break
11:15 a.m. - 12:15 p.m.	Discussion with those lecturing on the course Focuses: Curriculum; course of study; teaching contents and methods; advisory assistance to and monitoring of the students; further education for the teaching staff; relevance of the research to teaching, quality assurance
12:15 - 1.00 p.m.	Lunch, internal discussion
1:00 – 2 p.m.	Discussion with students at different phases of their courses and representatives of the student self-administration Focuses: study programme; contents of course; organisation of course and agenda; examinations; advisory assistance to and monitoring of the students; working conditions; study abroad; internships; excursions; quality assurance
2:00 - 2.15 p.m.	Break, internal discussion
2:15 - 3:15 p.m.	Guided tour through the faculty/institution, if necessary individual discussions with members of the faculty/institution Focuses: the opportunity should be given here to talk about questions still open with members of the faculty, institute management and administration in individual discussions, to ask further questions and suggest any other points.
3:15 - 4.15 p.m.	Final internal discussion amongst the experts.
4:15 - 5.00 p.m.	Final discussion with those responsible for the programme Focuses: questions still open; overall impression of the experts; scheduling for the procedure. (In the final discussion no comments will be made on how successful the application for accreditation is likely to be).
5:00 p.m.	End

Figure: agenda for site discussions