



Accreditation Agency in Health and Social Sciences

Guidelines for the Self-Evaluation Report

Program Accreditation

The **Self-Evaluation Report** and the appending documents are to be submitted as electronic text documents (each as a PDF, if possible). The **Self-Evaluation Report** should not exceed 30 pages (not including appendices).

The following documents are to be attached to the **Self-Evaluation Report** (each as a separate file):

- module guide / module descriptions (*see Sample Module in Appendix 1*),
- module overview (on one DIN A4 page, insofar as possible),
- study plan (on one DIN A4 page, insofar as possible),
- relevant regulations (study, exam and work placement regulations, etc.)
- brief CV of each lecturer (*see sample in Appendix 2*),
- Diploma Supplement (English),
- formal declaration by the university administration to guarantee the facilities, furnishings and equipment for the study program,
- assessment report / expert opinion on the previous accreditation, if applicable.

Re-Accreditation

The *re-accreditation* procedure is different from the *initial accreditation* procedure in that the study program to be accredited has already been realized over a certain period of time.

The following issues are given special significance during the re-accreditation and are to be documented accordingly when filing the Self-Evaluation Report:

- evaluation of the success of the study program (e.g. using graduate surveys and follow-up studies),
- review of the student workload in the individual modules,
- assessment of the evaluation results,
- evaluation of statistical data regarding capacity utilization, drop-out rate, numbers of new enrolments,
- implementation of the requirements and recommendations from the previous accreditations as well as
- documentation of all of the changes and developments that have taken place regarding the study program (with specification of the reasons for them) since the previous accreditation.

Self-Evaluation Report

Applying university	
Title of study program	
Date of initial accreditation, if applicable	
Contact	
Address	
Phone	
E-mail	

1. Study program concept

1.1 Structural data of the study program

1.1.1 Name of university, name of department/faculty

1.1.2 Name of other universities, companies and other institutions that are involved in the study program as well as an explanation of the cooperation (Please attach cooperation agreements, if applicable)

1.1.3 Title of the study program, title of previous study program (if applicable)

1.1.4 Degree level

1.1.5 Type/form of study program, explanation of the organisational structure (with specification of the days of the week and times of compact courses, insofar as possible) and explanation for the form of the study program

- full-time, part-time, distance learning,
- extra-occupational, occupationally integrating, dual
- online study as a special type of distance learning,
for master's programs: classification as continuing or consecutive education.

1.1.6 workload and number of credit points (CP) to be awarded in the study program according to the European Credit Transfer System (ECTS) ¹

- workload in hours for awarding one CP (with specification of the corresponding paragraphs in the exam regulations),
- workload in hours for the entire study program,
- attendance time or number of contact hours in the study program overall as well as the share of self-learning time (and work placement time during the study program) in hours,
- number of CP to be awarded for the final module (for the thesis project).

1.1.7 Number of semesters required to complete the study program

1.1.8 Initial enrolment in the study program

1.1.9 Number of places available in the program (and number of students already admitted for each respective semester, if applicable),

1.1.10 Tuition fees: specification of services that are covered by tuition fees

1.2 Modularisation of the study program and exam system

1.2.1 Modularisation

- total number of modules in the study program,
- number of (required/elective) modules to be completed by the students in the study program,
- number of CP to be awarded per semester (particularly for part-time study programs),
- information on periods of time during the study program for stays at other universities and/or in practice.

¹ http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide_en.pdf

- 1.2.2 number of program-specific modules as well as the number of modules that can be provided from other study programs at the university or studied together with students from other study programs (with specification of the respective scope in CP)
- information on ensuring the program-specific module objectives in the modules offered together with other study programs of the university,
 - information on the organization of the modules used together with other study programs of the university (if applicable),
 - in the case of cooperation with other universities, companies and other institutions: which institution is responsible for which parts of the curriculum.
- 1.2.3 Skill-oriented design of the exam system (orientation toward the defined educational objectives being pursued in the specific department and across multiple departments) and organization of the module-related exams
- number and type of module exams (per semester and in the study program),
 - timing of the exams during the study program,
 - repeatability of exams and timing,
 - information on the designation of the ECTS grading scale according to the current requirements of the ECTS Users' Guide²,
 - regulations on compensation measures for students with disabilities and chronic illnesses with regard to the scheduling and formal requirements in the study program, for graduating with certificates of achievement concluding or accompanying the course of study as well as within the framework of aptitude assessment procedures and on their publication by the university.
- 1.2.4 Didactic concepts and methods of teaching (lectures, seminars, exercises, project work, study groups, work placement phases)
- 1.2.5 Integration of electronic/multimedia forms of teaching and learning (e.g. learning platform); integration of distance learning components/elements (with specification of their scope and contents)

² http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide_en.pdf

1.2.6 Information on the integration of internships into the study program

- information on the support/supervision of the internship by instructors of the university,
- information on the correlation of the practical contents with the intended objectives of the study program,
- information on quality assurance of the internship (e.g. qualification of the practical instructors, practical instructor meetings; submit work placement regulations, if applicable).

1.2.7 Integration of the research into the course of study

- Connection of the study program to the scientific research concentrations in the department/faculty or of the applying university (and of the co-operating universities, if applicable).

1.2.8 International aspects of the curriculum

- internationality of the contents of the curriculum,
- courses/modules instructed in foreign languages (portion of courses/modules instructed in foreign languages, if applicable).

1.2.9 Internationality of the study program

- options for studying abroad,
- options for mobility.

1.3 Objectives of the study program and their rationale

1.3.1 General objectives of the study program (aspects for specific departments and across multiple departments)

1.3.2 Qualification objectives of the study program

- with regard to scientific or artistic qualification,
- qualification to engage in a qualified occupation,
- qualification for social responsibility and
- for personality development.

1.3.3 Output-oriented description of the departmental, methodical, learning and social skills/key skills as well as overarching skills (with specifications of the skill level, if applicable)

- 1.3.4 Presentation of the study program structure (e.g. which departmental or methodical foundations are laid in which modules and how these are built upon in which modules), explanation for special forms of study (e.g. extra-occupational study).

1.4 Labour market situation and career opportunities

- 1.4.1 Information on the intended and possible career fields as well as the career opportunities for the graduates of the study program (document experiences, if applicable)
- 1.4.2 Information on the current situation or situation to be expected on the labour market (with specification of sources)

1.5 Admission requirements and rules of recognition

- 1.5.1 Explanation of the admission requirements for the study program (including selection procedures and criteria, with specification of the regulations)
- 1.5.2 Explanation of the regulations on compensation measures for students with disabilities and chronic illnesses with regard to the admission requirements (with specification of the regulations)
- 1.5.3 Explanation of the rules of recognition for credits transferred from other universities (domestic and abroad) according to the Lisbon Recognition Convention (with specification of the regulations)
- 1.5.4 Explanation for the admission qualification in relation to the educational objective being pursued (especially for master's programs)

1.6 Quality assurance

- 1.6.1 Information on the quality assurance concept regarding teaching and research (attach overall concept, evaluation regulation, etc., if applicable); description of the organizational and decision-making structures with regard to quality assurance
- 1.6.2 Information on the quality assurance measures of the study program to be accredited; information on the extent to which the quality assurance measures of the study program to be accredited are integrated into the overarching quality assurance measures of the entire university

- 1.6.3 Information on measures for module evaluation; information on the implementation of the obtained evaluation results with regard to the improvement of the study program concept; integration of students into the internal quality assurance within the study program
- 1.6.4 Information on the evaluation of the practical relevance of the study program (e.g. through graduate surveys, follow-up studies)
- 1.6.5 Information on the evaluation of the student workload (or specification of the estimated student workload based on experience in the case of initial accreditation)
- 1.6.6 Statistics on enrolment applications, admission procedures, numbers of students and numbers of graduates with regard to the study program to be accredited and, if applicable, also with regard to the preceding model (respectively divided according to semester and gender)
- 1.6.7 Information on the documentation and transparent publication of information on the study program as well as on the exam requirements including regulations on compensation measures for students with disabilities
- 1.6.8 Information on the support of the students: general academic counselling; department-specific academic counselling, office hours of the instructors; communication options between instructors and students; support of the students through tutoring, mentor programs, etc.
- 1.6.9 Information on the concept for the promotion of gender equality as well as the promotion of equal opportunities for students in special living situations (e.g. parents, foreign exchange students, students with an immigrant background, people from educationally deprived backgrounds)
- 1.6.10 Information on the special support of students with disabilities and chronic illnesses as well as on the publication of the information.

2. Human resources, equipment and furnishings

2.1 Teaching staff

2.1.1 Specification of the number and composition of teaching staff in the study program

- total staff demand required for the study program at full-time enrolment³ in week hours per semester,
- number of all full-time lecturers as well as the scope (in week hours per semester) of professorial teaching in the study program,
- number of adjunct professors,
- percentage of the study program to be accredited that is taught by professors, lecturers and adjunct professors, practitioners, etc.,
- faculty/student ratio in the study program with full enrolment capacity utilisation (ratio of the number of full-time teaching loads of the full-time instructors to the total number of all students in the study program)

2.1.2 System and criteria for the selection of the teaching staff

2.1.3 Specification of measures for human resources development and qualification, opportunities for university didactic continuing education for teaching staff

2.2 Further human resources

2.2.1 Further human resources in the study program: work placement coordination, study program coordination, etc.

2.3 Facilities for instruction and research

2.3.1 Premises (lecture halls, seminar rooms, laboratories, student workstations etc.)

2.3.2 Library/libraries

³ with regard to all cohorts as well as to the utilisation of the admission places available

- inventory (total, program-related inventory of books and periodicals),
- means for program-related new acquisitions (books and periodicals),
- access options for the library (opening hours, access on the weekend),
- access to databases.

2.3.3 computer equipment, media equipment etc.

2.3.4 Funds for supporting staff, equipment and investment funds, extra funding

3. Institutional environment and structural conditions

3.1 Description of the university

3.1.1 Basic data of the university

- founding year with brief information about the development of the university,
- total number of students (current status),
- number of departments/faculties and the offered study programs; planned study programs,
- information on program-relevant university location, if applicable,
- information on institutes and research facilities of the university,
- current developments or special features of the university.

3.2 Description of the department/faculty

3.2.1 Basic data of the department/faculty

- founding year,
- total number of students at the department/faculty (current status),
- number of study programs in the department/faculty,
- current developments and special features in the department/faculty.

Appendices: AHPGS templates (<http://ahpgs.de/downloads/>)

Appendix 1 module template

Appendix 2 template for brief CV of teachers