 Akkreditierungsagentur

 im Bereich Gesundheit und Soziales

Accreditation Agency in Health and Social Sciences

**Self-Evaluation Report**

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| **for the Application of XX University****for the Accreditation of the Study Program “XX”,** **Bachelor/Master of XX** |

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# Information about the University

## Basic data of the University

* Founding year with brief information about the development of the University,
* number of students (current status),
* number of departments/faculties and the offered study programs, planned study program,
* 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.

## Basic data of the department/faculty

* Founding year,
* number of students (current status),
* number of study programs in the department/faculty,
* current developments and special features in the department/faculty.

# Structural data of the study program

|  |  |
| --- | --- |
| University |  |
| Faculty/Department |   |
| Cooperation partner  | 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) |
| Title of the study program |  |
| Degree awarded  |  |
| Organisational structure  | Explanation of the organizational 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 |
| Language of Studies |  |
| Period of education  |  |
| Total number of credits to be awarded |  |
| Hours per Credit |  |
| Workload | Total:Contact hours:Individual work:Practice: | XY hours XY hours XY hours XY hours  |
| Credits for the graduation project  |  |
| Launch date of the study program  |  |
| First accreditation  |  |
| Time of admission  |  |
| Number of available places in the program  | If the study program is offered to different (separate) groups of students (e.g. full-time and part-time, those who study in the central and in the branch buildings/departments of the University, female and male, etc.) please provide the number of available places as well as the number of enrolled students in each group of the study program. |
| Number of currently enrolled students in the program | See above |
| Particular enrollment conditions  |  |
| Tuition fees  | per yearspecification of services that are covered by tuition fees |

# Program aims and their implementation

## Objectives of the study program and their rationale

### General Objectives of the study program (aspects for specific departments and across multiple departments)

### Qualification objectives of the study program

* With regard to scientific or artistic qualification,
* qualification to engage in a qualified occupation,
* qualification for social responsibility,
* qualifications for personality development.

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

## Labor market situation and career opportunities

### 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)

### Information on the current situation or situation to be expected on the labor market (with specification sources)

# Structure of the study program

### 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.

### Number of program-specific modules as well as the number of modules that can be provided from other study program at the University or studied together with students from other study programs (with specification of the respective scope in credits/units

* 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 case of cooperation with other universities, companies and other institutions: which institution is responsible for which parts of the curriculum.

### 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,
* please describe the skills and competencies that students acquire in each year of study and how these build upon each other throughout the course of study.

### 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).

### Didactic concepts and planned methods of instruction (lectures, seminars, exercises, project work, study groups, work placement phases)

### Integration of electronic/multimedia forms of instruction and learning (e.g., learning platform); integration of distance learning components/elements (with specification of their scope and contents)

### Integration of research into the study program

* Connection of the study program to the scientific research concentrations in the department/faculty,
* modules in which students gain research skills.

### International aspects of the curriculum/study program

* Internationality of the contents of the curriculum,
* modules instructed in foreign languages,
* options for studying abroad,
* other options for mobility.

# Admission and Feasibility

## Admission requirements and rules of recognition

### Explanation of the admission requirements for the study program (including selection procedures and criteria, with specification of the regulation)

* If the initial enrolment to the HEI and to the enrolment to the study program are two different or separate procedures, please describe them. Please provide the relevant admission regulations of the HEI as well as of the faculty/department, if such are applied.

### Explanation of the regulations on compensation measures for students with disabilities and chronic illnesses with regard to the admission requirements

### Explanation of the rules about the recognition, conversion and assessment of credits/units acquired by students at other HEIs within and outside the country

### Explanation for the admission qualification in relation to the educational objective being pursued (especially for master’s programs)

## Support services

### Information on the support of the students

* General academic counselling,
* department-specific academic counselling,
* office hours of the instructors,
* social support,
* communication options between staff and students,
* support of the students through tutoring,
* mentor programs, etc.

# Examination system and transparency

## Skill-oriented design of the exam system

### Orientation toward the defined educational objectives being pursued in the specific department and across multiple departments) and the 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 credits/units according to the regulations applied at the HEI,
* demonstrate that the study program complies with the national and institutional regulations for examinations.

## Transparency

### Documentation and publication of information regarding the study program

* Study plan,
* process of education,
* admission requirements,
* examination regulations,
* compensation measures for students with disabilities and other disadvantages,
* other activities.

### Information about activities, particularly the offered programs are easily accessible to prospective & current students, graduates and the public.

* Admission criteria,
* intended learning outcomes,
* qualifications awarded,
* pass rates,
* available learning opportunities,
* graduate employment information.

# Teaching staff and material equipment

## Teaching Staff

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

* Total staff number required for the study program at full-time enrollment 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 utilization.

### System and criteria for the selection of the teaching staff

* Regulations of recruitment and appointment on teaching positions

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

## Further human resources

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

## Facilities for instruction and research

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

### Library/libraries

* 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.

### Computer equipment, media equipment, etc.

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

# Quality Assurance

### Information on the quality assurance concept regarding teaching and research

* Attach overall concept, evaluation regulations, etc. if applicable,
* description of the organizational and decision-making structures with regard to quality assurance.

### Information on the quality assurance measures of the study program

* 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.
* Involvement of students and other stakeholders in the regular review and adaption of the study program.

### Information on how the results of external quality assurance processes are used

### 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.

### Information on the evaluation of the practical relevance of the study program

* e.g., through graduate surveys, follow-up studies, etc.

### Information on the evaluation of the student workload and its feasibility

### Statistics

* Enrolment applications,
* admission procedures,
* success rates,
* drop-out rates,
* numbers of students and numbers of graduates divided according semester and gender.

# Gender equality and equal opportunities

### 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.

### Information on special support of students with disabilities and chronic illnesses

### Regulations on compensation measures for students with disabilities and chronic illnesses with regard to the scheduling and formal requirements in the study program.

# Appendices — AHPGS templates (http://ahpgs.de/downloads/)

**Appendix 1** module description template

**Appendix 2** template for brief CV of teachers

**Appendix 3** teaching matrix

**Please fill in the templates and attach them as one coherent pdf file for each appendix.**

## Appendix 1

**Module description**

|  |  |
| --- | --- |
| **Module number**:  | **Module title:** |
| **Level/semester:**  | e.g. first level/semester |
| **Credit hours:**  | **Thereof lecture hours:**  |
| **Thereof practical hours:**  |
| **Thereof self-study hours:**  |
| **Language:** |  |
| **Learning outcomes/goals/skills of the module:** |  |
| **Content of the module:** |  |
| **Examination:** | e.g. written examination, presentation |

## Appendix 2

**Curriculum Vitae for Instructors**

|  |  |
| --- | --- |
| 1. First name and surnameGender |  |
| 2. Pedagogic (education) and scientific degrees |  |
| Institution | **Professional qualification, qualification degree, academic degree** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |
| 3. Places of employment |  |  |
| Institution | Type of sector and occupation | Dates |
|  |  |  |
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|  |  |  |
|  |  |  |
| **4. Lectured subjects or courses** |
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## Appendix 3

**Teaching matrix (please include all courses, duplicating table if necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name/Number of Course** | **Instructor** | **Instructor's qualification(s), degree(s), title(s)** | **Teaching hours per week** | **Maximum allowed teaching hours per week** |
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