



UNIVERSITÄT
LEIPZIG

MANAGING HIGHER EDUCATION IN SAXONY

QUALITY MANAGEMENT IN TEACHING AND LEARNING
AT THE UNIVERSITY OF LEIPZIG

QFORTE | Study Visit

March 14, 2022 | Office for Quality Management in Teaching and Learning

AGENDA

1. Profile of the University of Leipzig
2. Structure of the Quality Management System
3. Processes of QA I: Committee Procedure
4. Processes of QA II: Internal Evaluation
5. Processes of QA III: External Review
6. Processes of QA IV: Internal Accreditation
7. Processes of QA V: Teaching Report
8. Guidelines of Quality Management in Teaching and Learning

1. PROFILE OF THE UNIVERSITY OF LEIPZIG

1. PROFILE OF THE UNIVERSITY OF LEIPZIG

- Foundation: 1493
- Full university with a wide range of subjects
 - medicine, life sciences, humanities, social sciences, linguistics, philologies, teacher training programme, law, veterinary medicine, natural sciences, mathematics, computer sciences
- 14 faculties, about 155 study programmes
- Approx. 30.000 enrolled students
- Heterogeneous university profile with strongly independent faculties

1. PROFILE OF THE UNIVERSITY OF LEIPZIG

- Establishing of a university-wide QMS
 - Based on the independence of the different faculties and subject cultures
- Institutional Accreditation 2018 – 2024 (6 years)
 - Permitting the right to accredit the study programmes internally and to award the seal of the German Accreditation Council
 - Internally accredited study programmes are completely equal to externally accredited (by an accreditation agency/Accreditation Council) ones
- Re-Accreditation planned for 2024 – 2032 (8 years)

2. STRUCTURE OF THE QUALITY MANAGEMENT SYSTEM

2. STRUCTURE OF THE QUALITY MANAGEMENT SYSTEM

- Bottom-Up
- QMS on every level
 - Study Programme
 - Institute/Department
 - Faculty
 - Rectorate/University Administration

2. STRUCTURE OF THE QUALITY MANAGEMENT SYSTEM: STUDY PROGRAMME

STUDY PROGRAMME

- Starting point of every QA activity
- main QA actors:
 - Study programme coordinator (“Studiengangverantwortlicher”)
 - Module coordinator (“Modulverantwortlicher”)

2. STRUCTURE OF THE QUALITY MANAGEMENT SYSTEM: INSTITUTE/DEPARTMENT

INSTITUTE/DEPARTMENT

- Adapted to the needs of the respective subject culture
- main QA actors:
 - Institute/department heads
 - (partially) QA coordinators
- main QA committees:
 - Institute/department council
 - (partially) QA committees

2. STRUCTURE OF THE QUALITY MANAGEMENT SYSTEM: FACULTY

FACULTY

- Bundling the QA activities of the study programmes/ institutes
- main QA actors:
 - Dean of Studies
 - Dean
 - Study Office (“Studienbüro”)
- main QA committees:
 - Study Commission
 - Faculty Council

2. STRUCTURE OF THE QUALITY MANAGEMENT SYSTEM: RECTORATE

RECTORATE/UNIVERSITY ADMINISTRATION

- Bundling and reflecting the QA activities of the faculties
- main QA actors:
 - Vice-Rector for Education and International Affairs
 - Office for Quality Management in Teaching and Learning
 - Department Academic Administration
- main QA committees:
 - Rectorate
 - Rectorate Commission on Teaching, Study, Examinations
 - Senate
 - University Council

2. STRUCTURE OF THE QUALITY MANAGEMENT SYSTEM

PROCESSES CONNECTING THE QA-STRUCTURES

- Committee Procedure (“Gremienweg”)
- Internal Evaluation
- External Review (“Externe Begutachtung”)
- Internal Accreditation
- Teaching Report (“Lehrberichtsverfahren”)

3. PROCESSES OF QA I: COMMITTEE PROCEDURE

3. PROCESSES OF QA I: COMMITTEE PROCEDURE

COMMITTEE PROCEDURE FOR

- Establishing a study programme
- Substantially modifying a study programme
- Changing the study documents
- Cancelling a study programme
- Study programmes regularly pass through the committees of the faculties and university
 - Constantly checking the quality and adequacy of the study programmes

3. PROCESSES OF QA I: COMMITTEE PROCEDURE

EXAMPLE: ESTABLISHING A STUDY PROGRAMME

- PROCEDURE:
 - a) Abstract
 - Idea for the study programme
 - **Kick-off Meeting** between the members of the institute/department, the faculty, the Vice-Rector for Education, the Office for Quality Management and the Department Academic Administration
 - **Abstract of the study programme** (template)
 - Approval of the abstract by the Rectorate

3. PROCESSES OF QA I: COMMITTEE PROCEDURE

EXAMPLE: ESTABLISHING A STUDY PROGRAMME

- PROCEDURE:
 - b) Application
 - Development of the full study programme
 - Writing of the **design of the study programme** (template) & the **study documents**
 - Approval by the study commission and faculty council
 - Submission of the application to the Vice-Rector for Education
 - Assessment by the Office for Quality Management and the Department Academic Affairs ⇒ **Assessment Report**

3. PROCESSES OF QA I: COMMITTEE PROCEDURE

EXAMPLE: ESTABLISHING A STUDY PROGRAMME

- PROCEDURE:
 - c) University Committees
 - **Recommendation** by the Rectorate Committee for Teaching, Learning, Examinations
 - Recommendation by the Senate and the University Council
 - **Approval** by the Rectorate
 - Publishing and distribution (databases, websites, brochures)
 - Start of the study programme
 - Duration of the full committee procedure: about 18-24 months

4. PROCESSES OF QA II: INTERNAL EVALUATION

4. PROCESSES OF QA II: INTERNAL EVALUATION

INTERNAL EVALUATION

- Evaluation in teaching and learning
 - Evaluation of single courses (at least every three years)
 - Evaluation of study programmes (every three years)
- Evaluation lies in the responsibility of the faculties
- Supported by the Office for Quality Management
- Standardised online or pen-and-paper evaluations (EvaSys)

4. PROCESSES OF QA II: INTERNAL EVALUATION

INTERNAL EVALUATION

- Follow-Up:
 - **Individual results** only for the respective lecturers
 - **Discussion of the results** with the students
 - Results in the evaluation of study programmes for the study programme coordinator
 - **Summary** of the evaluations carried for the vice-dean
 - Deriving and implementing **measures**
 - Reporting in the processes of External Review and Teaching Report

5. PROCESSES OF QA III: EXTERNAL REVIEW

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EXTERNAL REVIEW

- Review of the study programme by external peers (every six years)
- Peer Group:
 - 2-3 academic professionals
 - 1 Student
 - 1 Representative of the work field

5. PROCESSES OF QA III: EXTERNAL REVIEW

EXTERNAL REVIEW

- PROCEDURE:
 - **Self-documentation** (self-reports, study documents, results of internal evaluations, etc.) of the study programme
 - **Interim report** with questions for the video interviews
 - **Video interviews** with study programme coordinator, lectures, study office, dean of study, vice-rector for education vs. students
 - **Report** of external review with monita and recommendations
 - Deriving **measures** (catalogue)
 - Joint discussion (video interview) of the report and the derived measures

6. PROCESSES OF QA IV: INTERNAL ACCREDITATION

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INTERNAL ACCREDITATION

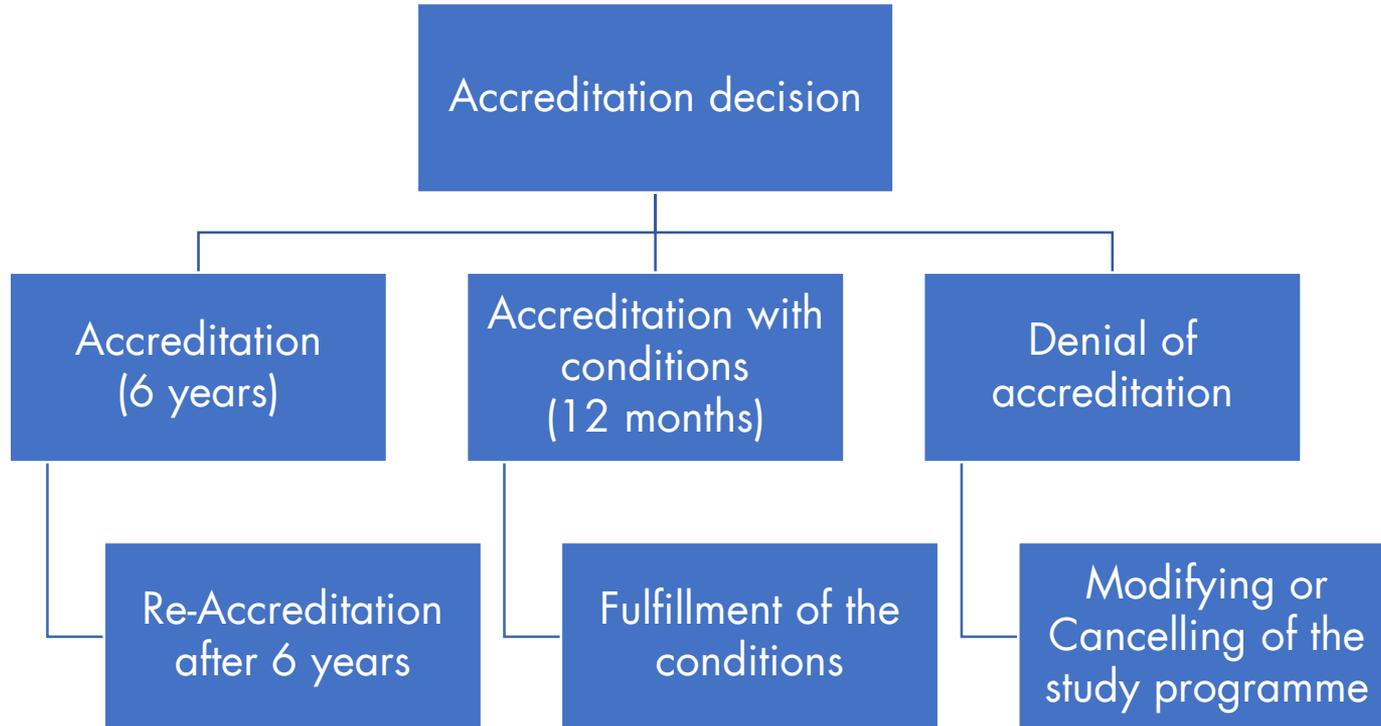
- REQUIREMENTS:
 - Passing through the complete quality cycle (committee procedure, internal evaluation, teaching report)
 - Completed external review process
 - Appropriate handling of the external report and the derived measures
 - Timeline for the implementation of measures

6. PROCESSES OF QA IV: INTERNAL ACCREDITATION

INTERNAL ACCREDITATION

- PROCEDURE:
 - **Application for accreditation** incl. report of external review, catalogue of measures to the Vice-Rector for Education
 - Assessment by the Office for Quality Management
 - **Assessment Report** including recommendation for the accreditation decision
 - **Accreditation decision** by the Commission Teaching, Study, Examinations
 - Accreditation certificate for the study programme
 - Accreditation report for the German Accreditation Council (database ELIAS)

6. PROCESSES OF QA IV: INTERNAL ACCREDITATION



7. PROCESSES OF QA V: **TEACHING REPORT**

7. PROCESSES OF QA V: TEACHING REPORT

TEACHING REPORT

- Main report for the study programmes and faculties to review their QA-related activities (every three years)
- Reporting period: three years (recent: Winter semester 2018/19 till Summer semester 2021)
- Duration of the procedure: about 9 months
 - from the first gathering of information around October till the follow-up talks in the Summer of the next year

7. PROCESSES OF QA V: TEACHING REPORT

TEACHING REPORT

- PROCEDURE:
 - Review of the outcomes of internal and external evaluations, key data and development of the study programmes
 - **Self-report** incl. derived measures
 - **Statement of the students**
 - Assessment of the self-reports by the faculty management
 - Writing a **Faculty-report**
 - Assessment of self- and faculty-reports by the Office for Quality Management
 - **Follow-up talks** between the Vice-Rector for Education and the Faculties

8. GUIDELINES OF QUALITY MANAGEMENT IN TEACHING AND LEARNING

8. GUIDELINES OF QUALITY MANAGEMENT: **QUALITY MANAGEMENT HANDBOOK**

QUALITY MANAGEMENT HANDBOOK

- Main document for QM at the UL
- Handbook with QA-related regulations, specifications, guidelines, criteria, procedures, templates, responsibilities, actors and commissions
- Approved by the University Senate
- Revision approximately every three years

8. GUIDELINES OF QUALITY MANAGEMENT: CATALOGUE OF CRITERIA

CATALOGUE OF CRITERIA IN TEACHING AND LEARNING

- Part of the Quality Management Handbook
- Catalogue of quality criteria in teaching and learning
- Sources:
 - Saxon Higher Education Act
 - German Interstate study accreditation treaty with Specimen Decree
 - Standards and guidelines for quality assurance in the European Higher Education Area
 - UL-internal specifications

8. GUIDELINES OF QUALITY MANAGEMENT: REGULATIONS OF EVALUATION

REGULATIONS OF INTERNAL EVALUATION AND EXTERNAL REVIEW

- Regulations for Evaluation in Teaching and Learning
- Specifications for the Evaluation of courses, modules and study programmes incl. data protection issues
- Approved by the University Senate

8. GUIDELINES OF QUALITY MANAGEMENT: REGULATIONS FOR TEACHING REPORT

REGULATIONS FOR TEACHING REPORT

- Regulations for the procedure of the teaching report
- Stages, purpose, timeline, responsibilities, templates
- Approved by the University Senate



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Thank you for your attention!

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