

TEMPLATE TABLE OF CONTENT FOR QUALITY ASSURANCE MANUAL

Introduction

1. Optional Information

- 1.1 Vision/Mission Statement of the Institution
- 1.2 Organisational Structure
- 1.3 Strategic (Development) Plan
- 1.4 Enrolment Regulations
- 1.5 Curricula Offered

2. Obligatory Information

- 2.1 Description of the QA Unit and its Executive Staff
- 2.2 Organisational Chart
- 2.3 Resources and Budgeting
- 2.4 Quality Assurance Strategy/Policy
- 2.5 Principles and Methods of Quality Assurance

3. Information regarding institutional and study program accreditation

- 3.1 Structure of self-evaluation report
- 3.2 Procedures for monitoring and quality assurance (quality circle)

3. Guidelines for Evaluation

- 3.1 General Principles
- 3.2 Evaluation of Learning and Teaching
- 3.3 Research/Development/Art Work Evaluation/Student support services

4. ECTS credits

- 4.1 Learning outcomes
- 4.2 Evaluation of Workload
- 4.3 Allocation
- 4.4 Awarding credits
- 4.5 Accumulation of credits
- 4.6 Transfer of credits
- 4.7 ECTS Documentation

5. Annexes: templates for evaluation of teaching, learning, research activities and student support services



Co-funded by the
Erasmus+ Programme
of the European Union

Guiding documents:

- 1. National legal requirements for internal/quality assurance**
- 2. Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), 2015**
- 3. ECTS Users' Guide 2015**