

# **Statutes regarding the safeguarding and development of quality in teaching and learning (Quality Statutes) of Magdeburg-Stendal University of Applied Sciences dated 09.06.2021**

Based on §§ 5a, 7, 7a, 9, 54 and 67a of the Higher Education Act of the state of Saxony-Anhalt dated 14 December 2010 as amended, Magdeburg-Stendal University of Applied Sciences has enacted the following statutes.

## **Introduction**

Taking its Model of Teaching and Learning as a starting point, Magdeburg-Stendal University of Applied Sciences views quality in studies and teaching as a joint responsibility of all members, affiliates, and partners of the University of Applied Sciences. In the process, quality in studies and teaching refers to the entirety of academic education, consisting of the teaching of specialist, artistic and application-oriented content, the opening of scope for the development of skills and personal growth, the acceptance of responsibility and a respectful and anti-discriminatory way of dealing with one another.

The University of Applied Sciences aims to continually develop teaching and learning through opportunities to participate as well as reflection and design processes. In keeping with this approach to quality, the University of Applied Sciences relies on the commitment of all parties involved. It has a strong belief in the professional expertise of its members and challenges them all to become actively involved in establishing and perpetuating a common culture of quality. The University of Applied Sciences supports the relevant structures and processes and encourages its members and affiliates to undertake individual further training and education to safeguard and develop quality in studies and teaching.

These quality statutes describe a continuous internal system for safeguarding and developing quality in teaching and learning, which simultaneously replaces and drives forward the previous, external quality assessment of all study programmes.

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## **General Provisions**

### **§ 1 Scope**

These statutes govern the process of safeguarding and developing quality in studies and teaching for all study programmes offered by Magdeburg-Stendal University of Applied Sciences.

### **§ 2 Subject and Objectives**

- (1) Magdeburg-Stendal University of Applied Sciences follows its mission statement and Model of Teaching and Learning and aligns along nationally and internationally applicable guidelines such as the Interstate Study Accreditation Treaty, the Accreditation Council regulations, the resolutions of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the Standards and Guidelines for Quality Assurance in the European Higher Education Area.
- (2) On the basis of established rules and procedures, the quality system contributes to the ongoing improvement of the study environment and the curricula as well as to ensuring academic success. Consultation and communication formats plus data-supported monitoring create the foundation for the criteria-led assessment of quality in studies and teaching, for the identification of strengths and weaknesses and for the derivation and implementation of appropriate measures.
- (3) In particular, the University of Applied Sciences-wide quality system is used to ensure:
  - the ensuring of and reflection upon academic success taking into account the diversity of the members of the University of Applied Sciences,
  - the reflection upon the study environment,
  - the orientation of the study programme learning objectives to scientific, artistic and professional skills as well as to aspects of personal development,
  - the further development of teaching and the curricula taking into account the latest scientific knowledge, changing regional, global, and professional requirements and the concept of lifelong learning,
  - the implementation of internationalisation efforts by the University of Applied Sciences at programme level.
- (4) The quality system and its effectiveness are continually verified and developed under the direction of the Rector's Office in communication with all participants in accordance with § 4 of these statutes and with the inclusion of insights from the relevant academic discourse.

- (5) The quality assurance and development processes must be organised in such a way that members and affiliates of the University of Applied Sciences, external partners from industry and professional practice and graduates are involved and no disadvantages arise for them as a result.

## **Responsibilities and Competences**

### **§ 3 Basic Principles**

- (1) At decentralised level, the Deans and departmental councils are responsible for safeguarding and developing quality and for taking and implementing quality measures in the area of studies and teaching, whilst centrally, the Rector's Office and the Senate have responsibility.
- (2) At decentralised level, the departments, and in particular the Deans of Studies, are responsible for organising studies and teaching. Centrally, the responsibility lies with the Rector's Office, and in particular the Prorector for Academic and International Affairs. For the purposes of operational coordination at both central and decentralised levels, full-time quality management officers are appointed to carry out the tasks arising from this.

### **§ 4 Participants**

- (1) Centralised, decentralised, and other involved parties contribute to safeguarding and developing the quality of studies and teaching. These participants are all members and affiliates of the University of Applied Sciences, in particular the students, University of Applied Sciences lecturers, research assistants and other full-time employees, other teaching staff and doctoral candidates with teaching duties. As warranted, external experts and partners are included in the processes of safeguarding and developing the quality of studies and teaching.
- (2) Central participants are the Senate, the Senate Committee for Studies and Teaching, the Rectorate, the central quality management officer, and the student quality management officer.
- a. The Senate decides upon the inclusion of new study programmes in the quality system and the continuance of study programmes therein. Furthermore, in general, at least once in the quality cycle it also evaluates the effectiveness of the quality system, its further development, and the need to adjust the quality mechanisms and applicable quality criteria.
  - b. The Senate Committee for Studies and Teaching evaluates compliance with the quality criteria and derived measures, prepares resolutions for the Senate and makes decisions in the context of the quality system, provided that this does not fall within the responsibility of the Senate.
  - c. The Rector's Office, in particular the Prorector for Academic and International Affairs, generally reports to the Senate at least once per academic year about the development and measures taken in relation to quality in studies and teaching in the departments as well as about further developments in the quality system, and its effectiveness.

- d. The central quality management officer assists the departments in quality processes and supports their implementation. He or she coordinates the evaluation of the effectiveness of the quality system and its development, leads the Quality Management Officers' Working Group and takes part in study programme conferences. In organisational terms, the role of central quality management officer is assigned to the head of the Service Department for Quality Development, University Didactics and Digitalisation. The tasks can be delegated.
  - e. The student quality management officer works with the Quality Management Officers' Working Group. He or she is appointed by the Student Council.
- (3) Decentralised participants are the Departmental Council, the Dean's Office, the heads of the study programmes and the departmental quality management officer.
- a. The Departmental Council decides upon internal decision processes and measures to safeguard and develop quality in studies and teaching within the department.
  - b. The Dean's Office, and in particular the Dean of Studies, reports to the Senate Committee for Studies and Teaching regularly, as a rule at least once a year, in writing about the current status of the quality assurance and development measures in the department.
  - c. The Dean's Office, and in particular the Dean of Studies, reports to the Senate Committee for Studies and Teaching regularly, as a rule at least once a year, in writing about the current status of the quality assurance and development measures on the study programmes.
  - d. The departmental quality management officer coordinates the implementation of quality processes in accordance with the Quality Statutes for the study programmes offered by the department as well as the associated tasks, particularly the implementation of quality mechanisms pursuant to §§ 5-8 of these statutes. He or she documents the results, ensures that quality assurance and development measures are derived from them and supports the parties responsible with their implementation and verification of their effectiveness. In organisational terms, the departmental quality management officer is assigned to the Dean's Office, and in particular the Dean of Studies, and works with the Quality Management Officers' Working Group.
- (4) The other participants are the Quality Management Officers' Working Group, the central administrative units, and the Centre for Continuing Education.
- a. The central quality management officer, the departmental quality management officers, the student quality management officer, representatives of the Service Department for Academic and International Affairs and the Service Department for Quality Development, University Didactics and Digitisation as well as, as warranted, other participants, communicate constantly regarding questions concerning the operational implementation of the quality system. The Working Group usually meets at least once every semester.
  - b. The central administrative units of the University of Applied Sciences are, to the extent that they fulfil quality-related tasks in the field of studies and teaching, involved in the quality processes either continuously or as the need arises.

- c. The Centre for Continuing Education is involved in the quality processes within the context of continuing education study programmes, to the extent that it has any involvement in these.
- (5) The experts and partners are members of Magdeburg-Stendal University of Applied Sciences, members of cooperating higher education institutions, universities and non-University of Applied Sciences institutions, representatives from industry and professional practice, graduates, students and lecturers from other universities and institutions of higher education, the Board of Trustees of Magdeburg-Stendal University of Applied Sciences, internal and associated institutes of Magdeburg-Stendal University of Applied Sciences and relevant academic networks.

## **Mechanisms**

### **§ 5 Principles of Continuous Quality Assessment**

- (1) The quality system mechanisms form the basis of continuous quality assessment. They generate information about the studies and teaching content, regulatory framework, organisation, and success. They lead to the safeguarding and developing quality in studies and teaching, in that they provide a catalyst for communication that is useful for discussions concerning individual teaching quality, the study environment, study behaviour and the curricula.
- (2) The following mechanisms are in continual use:
  - a. the catalogue of quality criteria for studies and teaching,
  - b. the study programme consultations and conferences,
  - c. the quality monitoring system.

### **§ 6 Catalogue of Quality Criteria for Studies and Teaching**

- (1) The catalogue of quality criteria for studies and teaching constitutes the basis of the quality system. It sets out the requirements of the quality system pursuant to § 2 para. 1 of these statutes and is the underlying mechanism providing constant guidance for the quality processes in the departments and for the development of the study programmes. The catalogue is evaluated on an ongoing basis, adjusted if necessary and approved by the Senate once in each quality cycle. This does not apply if the amendment is required as a result of legislation.
- (2) The subject-specific, content-related criteria of the catalogue of quality criteria form the basis for the implementation of study programme consultations and conferences. All subject-specific, content-related criteria are evaluated at least once in the quality cycle as part of the study programme consultations and conferences. Compliance with all additional criteria applying to the study programmes is verified by the central and decentralised quality management officers and by the Service Department for Academic and International Affairs as warranted.

### **§ 7 Study Programme Consultations and Conferences**

- (1) Study programme consultations and conferences are the University's of Applied Sciences forum for the continuous evaluation of the study programmes. They are based

on the results of surveys, data analysis, appraisals by those participating in the study programmes in question and on the quality criteria.

Their implementation is the responsibility of the parties involved within the departments in accordance with § 4 para. 3. As warranted, however at least once in each quality cycle, the participants include experts in University of Applied Sciences didactics and, where required, University of Applied Sciences research. Several study programmes may be combined into a cluster for the implementation of the study programme consultations and conferences.

(2) The study programme consultation is held as warranted, however at least once each academic year. The consultation is open to everyone involved in the study programme. Participants are:

- the programme heads,
- representatives of all groups involved in the study programme pursuant to § 4 para. 1,
- the responsible departmental quality management officer or a person appointed accordingly by the Dean's Office,
- other employees who are entrusted with the organisation and implementation of the study programme,
- and where necessary other representatives of the Dean's Office.

Further participants pursuant to § 4 of these statutes may be involved as warranted. At least once in the quality cycle, University of Applied Sciences members from outside of the department and the central quality management officer must also be consulted.

(3) The study programme conference is held as warranted, but at least once per quality cycle. The conference is open to everyone within the University of Applied Sciences. The participants are:

- the programme heads,
- representatives of all groups involved in the study programme,
- the responsible departmental quality management officer and the central quality management officer or persons appointed accordingly,
- a representative of the management of the Dean's Office, in particular the Dean of Studies or the Dean,
- other employees who are entrusted with the organisation and implementation of the study programme,
- professorial expert representatives from other universities,
- graduates of the programme,
- representatives from professional practice who are not members of the University of Applied Sciences,
- and students from other universities.

- (4) In the case of cooperative study programmes, representatives of the partner universities must also take part as appropriate in study programme consultations and conferences.
- (5) In the case of continuing education study programmes and in the case of study programmes run in collaboration with institutions outside of higher education, the Centre for Continuing Education or the external institution(s) must also take part in accordance with § 4 para. 4 and § 4 para. 5, respectively.
- (6) The results of the study programme consultations and conferences will be put in writing by the departmental quality management officer and transmitted to the relevant Dean's Office and central quality management officer and made available within the University of Applied Sciences.
- (7) A study programme conference may replace a study programme consultation.

### **§ 8 Quality Monitoring**

- (1) In order to safeguard and further develop the quality of the study programmes, programme-specific, criteria-led data are used that provide conclusions about the quality in studies and teaching and the catalyst for study programme consultations and conferences. This data is generated, in compliance with anonymity and data protection provisions, from central and decentralised surveys as well as from student data and other studies and teaching data. The departments use the captured data and results that are made available independently for the safeguarding and further development of quality in the study programmes that they offer.
- (2) Central surveys:
  - a. Magdeburg-Stendal University of Applied Sciences regularly compiles key performance indicators regarding course and academic progress and success as well as students' reasons for dropping out of their courses and makes them available to the departments.
  - b. The University of Applied Sciences continuously conducts teaching evaluation among the students in accordance with §§ 4 and 5 of its Evaluation Regulations. The lecturers and Deans' Offices are responsible for carrying this out. The Service Department for Quality Development, University Didactics and Digitisation provides support in the implementation of the teaching assessments, evaluates them centrally and makes the evaluations available to the lecturers and the Dean's Office. Lecturers use the results for development of their teaching and, as warranted, as a stimulus for the development consultations with their students and colleagues. To support the lecturers, the University of Applied Sciences provides programmes for the development of teaching skills and curricula.
  - c. As the situation requires, but at least once per quality cycle, a central study programme survey is conducted for all programmes. The department, and in particular the programme head, stipulates when this takes place. It is advised to conduct the survey in the year before a planned study programme conference. The departmental quality management officer is responsible for conducting the study programme survey. The Service Department for Quality Development, University Didactics and Digitisation provides the questionnaires, offers

support in the implementation of the survey, processes the results, and conveys them to the programme heads and the Dean's Office.

- d. The University of Applied Sciences regularly takes part surveys of study quality and graduates across universities as well as, as warranted, in other such University of Applied Sciences surveys. The results are processed by the Service Department for Quality Development, University Didactics and Digitisation and made available to the departments.

(3) Decentralised surveys:

The parties involved in the departments and/or the study programme leaders have the option to carry out decentralised surveys. The departments / study programmes are responsible for preparing, executing, and evaluating these surveys. The responsibility for the tasks arising from this can be transferred to the departmental quality management officer. The Service Department for Quality Development, University Didactics and Digitisation will provide implementation support upon request.

## **Deadlines and Legal Consequences**

### **§ 9 Quality Cycle**

- (1) The quality cycle is a period of time during which the quality criteria must be evaluated at least once. This period of time must be defined independently by the departments but may not exceed eight years.
- (2) When a new study programme is introduced, a shorter quality cycle applies. This ends at the latest by the time when the standard study duration of the first cohort of students pursuing the programme comes to an end.
- (3) In the case of significant changes to a study programme, the Senate Committee for studies and teaching, under the leadership of the Prorector for Academic and International Affairs, will come to a decision about shortening the quality cycle.

### **§ 10 Legal Consequences**

- (1) If it is established during the evaluation of study programmes that quality criteria have not been complied with or not checked, the Senate Committee for Teaching and Learning chaired by the Prorector for Academic and International Affairs shall decide individually or cumulatively on the following measures:
  - a. additional requests for documentation,
  - b. recommendations with request for comments,
  - c. compliance requirements,
  - d. recommendation to the Senate to resolve to exclude the study programme from the quality system.
- (2) There will be a deadline for the implementation of the measures. This will be enacted by the central quality management officer.



- (3) On the recommendation of the Senate Committee for studies and teaching or on application by the department concerned, the Senate may exclude a study programme from the quality system for a period of twelve months. Before the deadline expires, the department affected must independently and at its own cost have the programme successfully accredited by an accreditation council or equivalent quality assurance procedure as defined by the Higher Education Act. If this does not take place or the process is unsuccessful, the Senate will decide whether or not to close the study programme.
- (4) An objection may be lodged against such a decision pursuant to paragraphs 1 and 3 within one month of their receipt. The objection must be submitted in writing.

Any objection against the decision must be directed to the Senate Committee for studies and teaching. It will verify the circumstances considering any grounds provided for the objection. If the Senate Committee for studies and teaching does not resolve the objection, it must forward it to the Senate with a reason for the decision made. The Senate will then have the final say in the matter.

Any objection against a decision made by the Senate must be directed to it and a final decision will be made by it.

## **Final Provisions**

### **§ 11 Data Protection**

Data are recorded and processed within the framework of the General Data Protection Regulation of the European Parliament and Council dated 27 April 2016 in conjunction with the Data Protection Act and the Higher Education Act of the state of Saxony-Anhalt as amended.

### **§ 12 Entry into Force**

Following approval by the Rector, these statutes will take effect the day after their University of Applied Sciences-wide announcement in the Official Notices of Magdeburg-Stendal University of Applied Sciences.

Issued pursuant to the resolution of the Senate of Magdeburg-Stendal University of Applied Sciences dated 09.06.2021.

Rector