

UNIVERSITY OF HOHENHEIM



The University of Hohenheim's quality assurance measures

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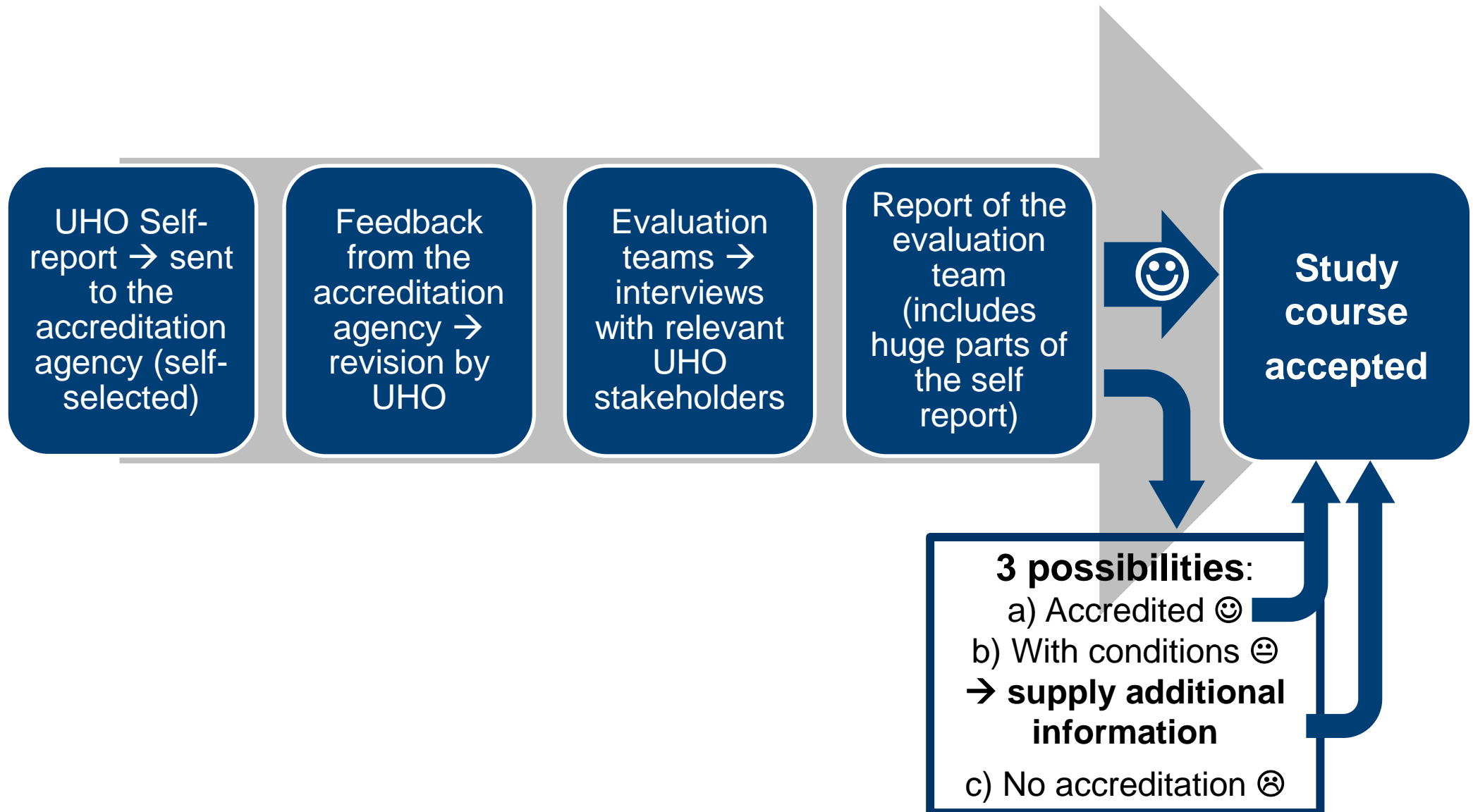
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Accreditation and evaluation in Hohenheim

- Bologna process
 - Ensuring / improving the quality of teaching / lecturing (accreditation, module approval, and evaluations)
 - Learning process (*“Very interesting and guiding questions for the set-up of the study course can be drawn from the accreditation process....”*)
- Accreditation: Requirement of the Ministry: installation and / or prolongation of study courses only with (re-) accreditation
- Module evaluations and alumni surveys are two out of the (many) requirements for the (re-) accreditation
- all study courses are temporal (have a limited duration of 5 years)
- Re-accreditation
 - time + money (*“...but after having gone through the 3rd process it becomes just boring and annoying!”*)
 - Improvement of quality of study courses

The accreditation procedure





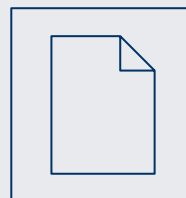
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Accreditation



So far the following Master Programmes of the Faculty of Agricultural Sciences have been accredited positively.

- > Agricultural Economics
- > Agricultural Sciences in the Tropics and Subtropics
- > Environmental Protection and Agricultural Food Production
- > Environmental Science - Soil, Water and Biodiversity
- > Sustainable Agriculture and Integrated Watershed Management



Accreditation Certificates

- >  [B.Sc. Agricultural Biology](#)
- >  [B.Sc. Biobased Products and Bioenergy](#)
- >  [M.Sc. Agricultural Sciences](#)
- >  [M.Sc. Agribusiness](#)
- >  [M.Sc. AgriTropics](#)
- >  [M.Sc. EnvEuro](#)
- >  [M.Sc. EnviroFood](#)
- >  [M.Sc. Saiwam](#)

More

- > [Accreditation Council](#)



Criteria used for accreditation of study courses - an overview -

■ **Academic program and management**

- Conceptual localisation of the study course within the study system
- Educational objectives of the study course concept
- Study course concept
- Implementation of the study course
- Examination system

■ **System control of the University**

- Finances and Infrastructure/Space and Equipment
- Staff
- Research and (international) cooperations
- Transparency and documentation
- Quality management, compliance with requirements

→ [Guidelines explaining the various aspects](#)



Topics / areas assessed in the accreditation process

General Remarks

- rationale for the establishment of the study program & role/position in the faculty
- number of applicants & enrolled students

Staff

- proportion of permanent staff and appropriate proportions of permanent and external staff: adequate?
- Quality of academic staff:
 - high academic and didactic level
 - Appropriate qualifications to the positions they hold within the institution



Topics / areas assessed in the accreditation process

Academic Program and Student Management

- Correspondence to the institution's mission statement and principles of operation
- Do program's quality, range and academic aims fit to the academic degree
- Didactic concept (adopted by teaching staff)
- Does the academic degree correspond to international standards?
- proportion of independent study time compared to online/distance teaching and classroom units → sufficient opportunity for independent study, reflection and analysis?
- Appropriateness and justification of allocation of ECTS
- Workload required for the academic program manageable for students
- Appropriateness of methods and contents of teaching units for the successful achievement of the program's goals and outcomes (competences and qualifications, knowledge and skills)
- Overlaps and linkages – clear and transparent?
- Admission criteria and procedure: up to international standards?
- ratio of academic/artistic staff to students: appropriate?



Topics / areas assessed in the accreditation process

Research and International Co-operation

- Involvement of teaching staff in research activities inside or outside the institution
- Feedback of research activities feed into teaching/course contents?
- quality of international co-operation in research and teaching: adequate?
- Involvement of students in research and co-operation projects

Finances and Infrastructure/Space and Equipment

- budget plan of the institution: adequate?
- buildings and specialized infrastructure of the institution for the requirements of the program: adequate?

Quality Management

- Are the institution's programs assessed regularly within the context of internal evaluation processes?



Internal approval of modules by the study commission

Objective

- Avoid overlaps in teaching
- Decision support:
 - for students: what to expect?
 - for course coordinators: what to advise students?
 - which modules to recommend for which study course?

Procedure



Structure

- Recommended study program
- Relation to other modules
- Qualifications necessary for attendance (pre-requisites)
- Language
- Number of ETCS
- Frequency of offer of the module
- Duration
- Assessment / examination procedure
- Workload
- Professional competences
- Key competences
- courses



Students' evaluation of teaching

Study Evaluation

Evaluation of modules, lectures and practical experience ...

Teaching evaluations are to be done in each module at least once every other year according to the University's evaluation regulations. In the Faculty of Agricultural Sciences, the instructors are asked to do so by being sent a course-specific questionnaire via e-mail. For evaluations outside of the regular cycle, the instructors can download the current teaching evaluation questionnaires for modules, lecture, seminars, and practicals / projects / exercise courses here on their own.

Current evaluation forms for seminars, lectures and lab classes are available here. Complete forms should be returned to Dr. Karin Amler, "Speisemelsterei/Fluegel", Room 113. If you have any questions or problems with the forms, please contact Dr. Amler, by phone 0711/459-23257 or by e-mail (amler@uni-hohenheim.de).

Downloads

Questionnaire for english courses

- > [Questionnaire Lecture](#)
- > [Questionnaire Module](#)
- > [Questionnaire Seminars](#)
- > [Questionnaire Practice / Projects / Experiments](#)
- > [Questionnaire Bachelor Tutorials](#)

Procedure of course evaluations (addressed to lecturers or co-ordinators)

- > Download the appropriate current form.
- > When printing and copying, please ensure that you do not minimize or enlarge the questionnaire and that the angles set in all four corners of the paper are visible and are a few millimetres away from the edges. The document scanner will only be able to read and evaluate the questionnaires if these specifications are met.
- > Enter the course title and number as well as your name.
- > Please make sure you make double-sided copies of the questionnaire. Don't use staples!
- > Address a DIN A4 envelope to Dr. Amler, 300.
- > Note the number of students enrolled in the course.
- > Distribute the forms at the beginning of the second half of your series of lectures.
- > Ensure that a student collects and forwards the forms.

We thank you for your support in our effort to make our teaching more effective and our course offerings more valuable.

Evaluation Results

- > [Winter semester 2012/13](#)
- > [Summer semester 2012](#)
- > [Winter semester 2011/12](#)
- > [Summer semester 2011](#)
- > [Winter semester 2010/11](#)
- > [Summer semester 2010](#)
- > [Winter semester 2009/10](#)
- > [Summer semester 2009](#)

- a) Official standardized form
- b) Individual evaluation by lecturer

Evaluation of results

After the results have been evaluated, the instructor will receive an e-mail with those results. The instructor will be asked to respond to the evaluations with a feedback questionnaire. The instructors should note whether a feedback discussion with the students took place and describe the consequences they will draw from the results. The teaching evaluation at the level of courses / modules is primarily a tool for organizing systematic feedback about the quality of teaching to the instructors. In the few cases of serious or continuous criticism, the instructor will be contacted about the problem by the Dean of Studies or his or her assistant and possibilities for solutions will be discussed. The Deans of Studies and the Commission for Study Affairs will have access to a compilation of all evaluation results, and the Dean and person(s) responsible for the Master degree programmes can also view them upon request.

The compiled results are included in the President's Annual Report. You can find summarized results from last semester on the upper right-hand side under: "Results of the Teaching Evaluation".



Students' evaluation of teaching

a) Official standardized evaluation



Areas

1. Preparation, structure, educational objectives and contents
2. Use and usefulness of quality maintenance funds
3. Surrounding conditions (technical equipment, lecture room)
4. Work load and level of content
5. Overall assessment (personal interest, specifically good / bad, suggestions)
6. General information (study course, participation, semester, compulsory/elective)





Examples

Examples of forms

- module evaluation sheet 
- Practical exercises evaluation sheet 

Examples of filled evaluations and feedback

- Agribusiness lecture: “Kooperationsformen” (Forms of Cooperation) 
- Module “Bildungs- und Projektarbeit” (Educational and project work)
- Summary of all evaluations 



Students' evaluation of teaching

b) Individual evaluation by lecturer

→ as part of the module content, recommended, not checked

Methods

- Open discussions
- Card collection
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Areas (according to the interest of the lecturer)

1. Achievement of objectives
2. Appropriateness of working methods
3. Working atmosphere including working relationship lecturer – students and students – students
4. Overall assessment (personal interest, specifically good / bad, suggestions)
5. Working environment (room, time,)

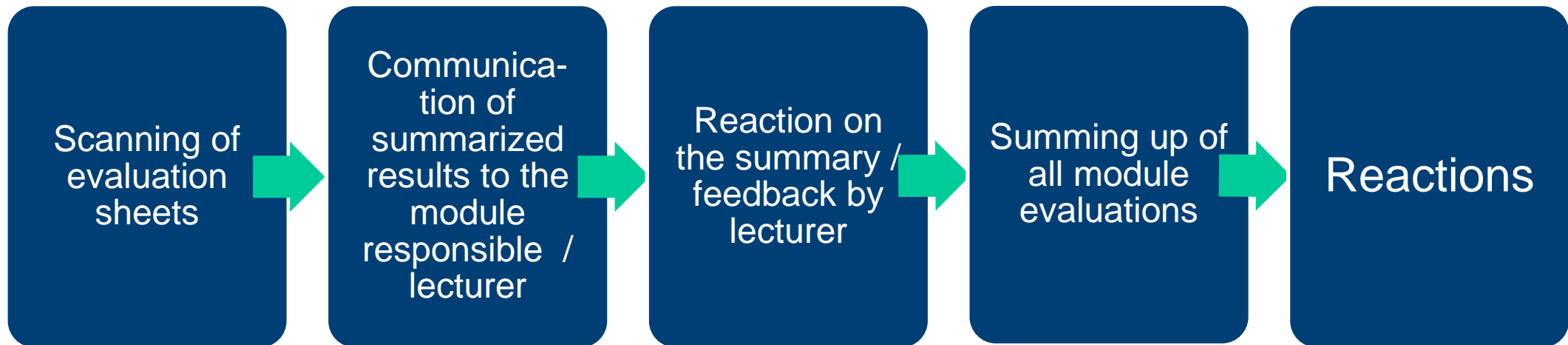
Examples



Assessment of most needed competences:

- Collection during the team building course
- Work in teams
- Assessment at the end of the lecture period

What happens with the evaluation results?



Possible reactions

- „Top 3“ from each faculty
- „Last 10“: talk with the dean responsible for study affairs
 - external lecturers not hired again
 - UHO lecturers: difficult



Concluding remarks

Accreditations

- are important learning opportunities, help in setting up quality study courses at the beginning
- Later, become an annoying procedure (costly, imply a lot of human resources)
- But are necessary requirement of the ministry for approval

Evaluations

- are important learning opportunities , help in improving modules and lecturing
- Requirement for the re-accreditation
- More or less accepted now (**but it took a while**)
- Most disputed aspect: what are students able to assess??



Thank you !