

# AGREEMENT ON MEASURES & QUALITY SEAL

## AGREEMENT ON BINDING MEASURES

Based on the advice of the advisory board and a formal review by Team Q, the programme director formulates concrete suggestions for improving the programme. These suggestions are examined and, if necessary, adapted in an internal university development discussion. The results are recorded in writing in the development agreement and must be confirmed by consensus of all voting members. If agreement is not possible, defined escalation levels take effect.

## AWARD OF THE QUALITY SEAL AND MONITORING

If the development agreement is signed by all voting members of the development meeting, the Presidential Committee awards the Leuphana Quality Seal for Teaching and Learning. This corresponds to the requirements of the German Accreditation Council for programme accreditation.

The monitoring of the agreed measures is carried out by Team Q in coordination with the School and the Faculty.

At the end of a successful internal audit procedure, the LEUPHANA QUALITY SEAL for Studies and Teaching is awarded.



Due to the system accreditation, Leuphana University Lüneburg has had the right since 2014 to independently review its study programmes and award the SEAL OF THE GERMAN ACCREDITATION COUNCIL.



# INTERNAL AUDIT OF STUDY PROGRAMMES

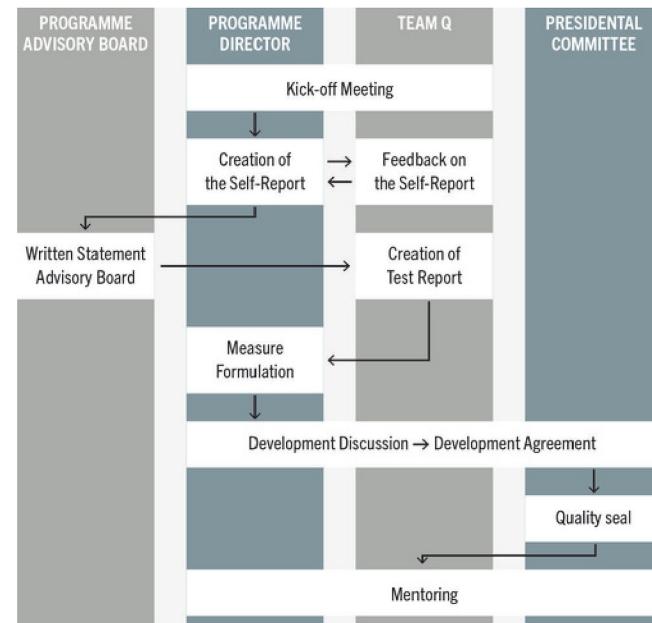


→ **QUALITY DEVELOPMENT DEPARTMENT**

# INTERNAL QUALITY ASSESSMENT

Leuphana's quality management supports the continuous development of study programmes and teaching and creates a binding framework in which content-related quality development can unfold. As a system-accredited university, Leuphana ensures and develops the quality of its study programmes on its own responsibility. Internal review procedures have replaced external programme accreditation at Leuphana since 2014.

## PROCESS – STEPS AND BASICS



Study programmes undergo an internal review procedure when they are newly established and every eight years. The central element is the so-called programme advisory board, whose members – external experts – review and advise the study programme. The individual process steps of the internal review procedure are defined in the guidelines of the Presidential Committee for quality development in teaching and learning (“QE Guidelines”, Leuphana Gazette 01/21).

# PROCEDURE OF AN INTERNAL AUDIT



## KICK-OFF MEETING

The internal review of a study programme begins with a kick-off meeting. Here, the study programme director, representatives of the School, the Dean's Office and Team Q agree on the procedure and responsibilities in the process and schedule important milestones in a written agreement.

## DESCRIPTION OF THE STUDY PROGRAMME

The so-called Self-Report documents all essential information about the study programme. As a basis for the following evaluation process, the programme leaders describe the profile, the learning outcomes, the curriculum and the resources used. In the kick-off meeting, it is defined which person(s) in Team Q will provide feedback and support in the creation of the Self-Report. The finished Self-Report is sent to the programme advisory board for evaluation.

# INVOLVEMENT OF EXTERNAL EXPERTISE

**PROGRAMME ADVISORY BOARDS AS CRITICAL FRIENDS**  
Leuphana sets up independent programme advisory boards for all study programmes and overarching study programme elements. The members of a programme advisory board are appointed by the Presidential Committee on the recommendation of the programme director.

## As a rule, a programme advisory board is composed of:

- at least two members from science and research
- at least one member from professional practice
- at least one external student.

Based on the presentation in the Self-Report and a meeting (on-site or online), the programme advisory board evaluates the study programme in a written statement. As “critical friends”, the members of the programme advisory board communicate their view of Leuphana's study programmes and thus promote their continuous improvement.