

Structure of quality management for education at the School of Business, Economics and Society (updated July 04, 2023, resolution passed by School Council)

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ORGANIZATIONAL STRUCTURE OF QUALITY MANAGEMENT IN EDUCATION

School of Business, Economics and Society

At the level of the School

Degree program level

Module level

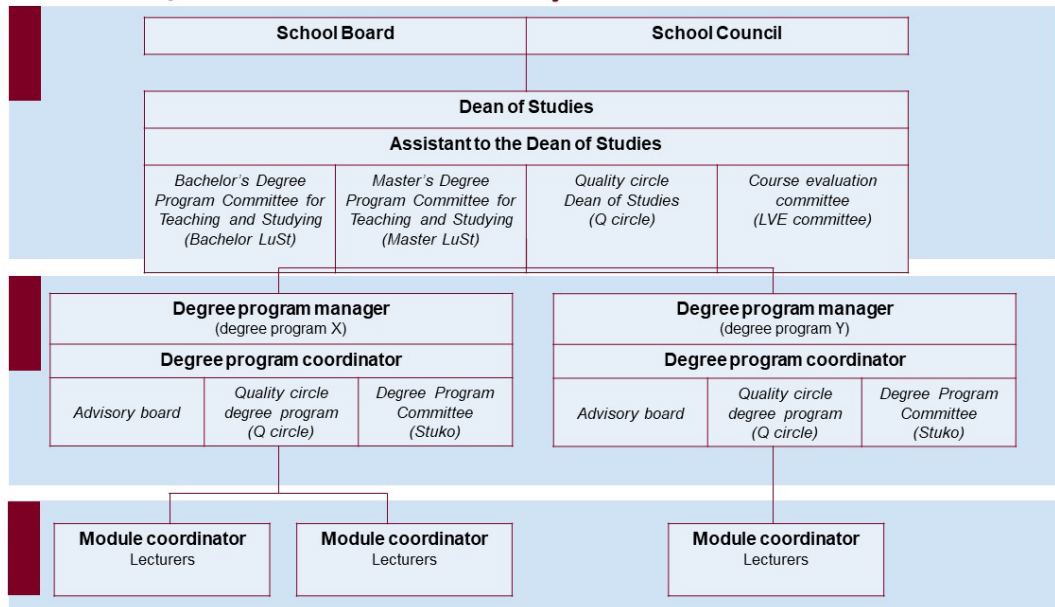


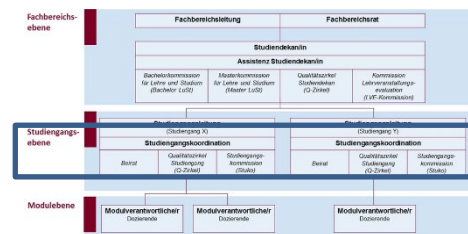
Figure 1: Structure of quality management for the area of education at the School of Business, Economics and Society

1 MODULE LEVEL

Module coordinator and lecturers

Tasks:

- Quality policy and quality culture
 - Determining/adjusting learning outcomes of modules to meet learning outcomes of the degree program
- Quality at a structural level
 - If applicable, involvement in Degree Program Committee
- Process quality
 - Creating/updating further elements of the module descriptions in accordance with guidelines on “revising modules”
 - Revising modules according to the process for revising module handbooks (process for the revision of module handbooks)
 - Assuring/developing quality of courses/modules (process for continued development)
- Quality of results
 - Implementing improvements e.g. on the basis of results from course evaluation

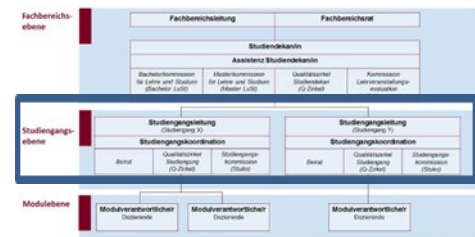


2 DEGREE PROGRAM LEVEL

2.1 Degree program manager

Tasks:

- Quality policy and quality culture
 - Ensuring the degree program fits with the strategic aims of the School according to degree program portfolio
 - Ensuring an adequate range of modules are offered in order to attain learning outcome of degree program pursuant to degree program matrix
- Quality at a structural level
 - Initiating, coordinating and documenting/chairing Advisory Board
 - Initiating, coordinating and documenting/chairing Degree Program Committee
 - (Supervising the) initiation, coordination and documentation of the Quality Circle
 - Taking part in Bachelor's/Master's Committee for Teaching and Studying
 - Representing the degree program's interests in the School Council/Faculty Council
 - Initiating, coordinating and documenting/chairing admissions committee (Master's degree programs only)
- Process quality
 - Setting up degree programs (set-up process):
 - Setting up and developing the degree program together with the module coordinator, other program managers and Dean of Studies in accordance with set-up process
 - Initiating, coordinating and documenting the continued development of the degree program (continued development process):
 - Regular assessment of quality and continued strategic development of degree program in consultation with Advisory Board and Degree Program Committee
 - Responsible for degree program matrix
 - Dealing with key quality development concerns of the School/FAU
 - Informing the Head of the Examination Board of any necessary changes to the examination regulations/initiating and conducting the process for making changes to the degree program and examination regulations
 - Responsible for quality development of modules offered in the degree program
 - Tailoring degree programs to receive accreditation pursuant to the accreditation process at FAU ("Siegelerhalt an der FAU")
 - Sorting applications for the degree program in accordance with admission process (Master's degree programs only)
 - Budgeting for the degree program (finance management process)
 - Reporting back to Dean on adequate resources for equipment, rooms and staff
 - Developing ideas for allocating state tuition funding and forwarding them to the relevant committee in the School
 - Selection and HR development of degree program coordinators (HR management process)
- Quality of results



- Incorporating results of quality instruments into continued development of degree program
- Drawing up the analysis for the Bachelor's/Master's/Graduate panel and initiating follow-up measures
- Selecting modules from the various Master's degree programs to be evaluated as part of the course evaluation

Frequency of meetings:

→ School Council appointed every two years

2.2 Degree program coordinator

Tasks:

Supporting degree program managers, especially in

- Quality policy and quality culture
 - Ensuring the degree program fits with the strategic aims of the School according to degree program portfolio
 - Ensuring an adequate range of modules are offered in order to attain learning outcome of degree program pursuant to degree program matrix
- Quality at a structural level
 - Initiating, coordinating and documenting/supporting Degree Program Board
 - Initiating, coordinating and documenting/supporting Degree Program Committee
 - Initiating, coordinating and documenting Quality Circle
 - Taking part in Bachelor's/Master's Committee for Teaching and Studying
 - Initiating, coordinating and documenting/supporting admissions committee (Master's degree programs only)
- Process quality
 - Setting up degree programs (set-up process):
 - Setting up and developing the degree program together with the module coordinator, other program managers and Dean of Studies in accordance with set-up process
 - Initiating, coordinating and documenting the continued development of the degree program (continued development process):
 - Regular assessment of quality and continued strategic development of degree program in consultation with Advisory Board and Degree Program Committee
 - Responsible for degree program matrix
 - Dealing with key quality development concerns of the School/FAU
 - Informing the Head of the Examination Board of any necessary changes to the examination regulations/initiating and conducting the process for making changes to the degree program and examination regulations
 - Responsible for quality development of modules offered in the degree program
 - Tailoring degree programs to receive accreditation pursuant to the accreditation process at FAU ("Siegelhalt an der FAU")
 - Support in sorting applications for the degree program in accordance with admission process (Master's degree programs only)
 - Budgeting for the degree program (finance management process)

- Reporting back to Dean on adequate resources for equipment, rooms and staff
- Developing ideas for allocating state tuition funding and forwarding them to the relevant committee in the School

Expected to work independently, especially with regard to

- Degree program management
 - Providing study advice to students already studying the degree program or prospective students interested in applying
 - Coordinating courses on offer in order to avoid time clashes in the compulsory modules in the degree program
 - Revising module handbook
 - Checking applications for recognition of examination achievements obtained abroad (process recognition of examination achievements obtained abroad/learning agreement)
 - Organizing information and welcoming events and networking events for degree program
 - Ensuring that information about the degree program is kept up to date on the various communications channels (web, brochures etc.)

Supporting degree managers, especially in

- Quality of results
 - Incorporating results of quality instruments into continued development of degree program
 - Drawing up the analysis for the Bachelor's/Master's/Graduate panel and initiating follow-up measures
 - Selecting modules from the various Master's degree programs to be evaluated as part of the course evaluation
 - Evaluating statistics relating to students and examinations

2.3 Degree Program Committee (Stuko)

Tasks:

- Quality policy and quality culture
 - Discussing degree program aims, concept and implementation pursuant to degree program matrix
 - Regularly checking the strategic focus of the degree program and checking it fits with the strategic aims of the School according to the degree program portfolio
- Quality at a structural level
 - Facilitating communication between degree program managers, module coordinators and students
- Process quality
 - Identifying potential for improving the quality of the degree program (continued development process)
 - Quality development at degree program level, in particular focusing on areas of particular relevance to quality development
 - Discussing topicality of degree program matrix
- Quality of results
 - Discussing results of quality instruments for continued development of degree program and follow-up measures

Members:

- Degree program manager (chair) and degree program coordinator
- Module coordinators (at least three module coordinators for Bachelor's degree programs/at least two module coordinators for Master's degree programs)
- Students (from all classes) currently enrolled in the degree program

Frequency of meetings:

- At least once a year

2.4 Quality Circle for the degree program

Tasks:

- Quality at a structural level:
 - Facilitating communication between students and degree program managers/degree program coordinators
- Process quality:
 - Identifying potential for improving quality in daily business

Members:

- Students (from all classes) currently enrolled in the degree program
- Degree program manager and/or degree program coordinator

Frequency of meetings:

- At least once a semester

2.5 Advisory Board

Tasks:

- Quality policy and quality culture
 - Strategic focus of the degree program(s) (if the Advisory Board is responsible for more than one degree program)
 - Continued strategic development of degree program(s)
 - Attaining and evaluating learning outcomes
 - Discussion on technical and content-related criteria according to the Bavarian Accreditation Ordinance
- Quality at a structural level
 - Communicating about the degree program outside of the University to encourage the integration of external expertise
- Process quality
 - Developing possibilities for the continued strategic development of the degree program
 - Ensuring suitability of examination formats
- Quality of results

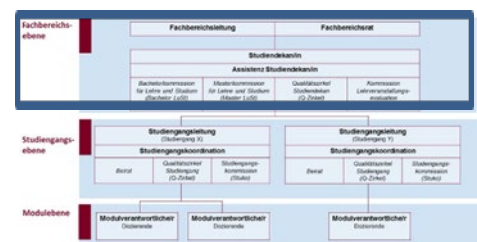
- Checking quality of degree program (focus and modules)
- Discussion of evaluation results and number of students enrolled on the degree program(s)

Members:

- Degree program manager (chair) and degree program coordinator
- Representatives from the world of work (external expertise)
- Representatives from academia (external expertise)
- At least one alumnus/alumna (external expertise)
- At least one external student (external expertise)
- At least one student currently enrolled on the degree program

Frequency of meetings:

- At least once every five years



3 AT THE LEVEL OF THE SCHOOL

3.1 Dean of Studies

Tasks:

- Quality policy and quality culture
 - Regularly checking the strategic focus of teaching in mission statement
 - Determining the strategic focus of the School regarding teaching pursuant to degree program portfolio
 - Regularly checking strategic focus on teaching in Teaching Scorecard
 - Using scorecard to communicate and suggest strategic projects
 - Developing and improving a quality management system for teaching and studying in line with system accreditation
- Quality at a structural level
 - Structuring governance in teaching and studying at the School
 - Regularly checking/updating responsibilities
 - Initiating and coordinating/chairing the Bachelor's committee for teaching and studying
 - Initiating and coordinating/chairing the Master's committee for teaching and studying
 - Initiating and coordinating/chairing the course evaluation committee
 - Initiating and coordinating/chairing the Quality Circle
 - Member of School Administration/School Council
 - Member of FAU Commission for Teaching and Studying
 - Member of the circle of Deans of Studies
- Process quality
 - Coordinating development of degree programs in accordance with the process for setting up degree programs
 - Initiating and coordinating continued strategic development of degree programs in accordance with continued development process
 - Regularly reviewing degree program matrices

- Monitoring the development of degree programs to receive accreditation pursuant to the accreditation process at FAU ("Siegelerhalt an der FAU")
- Budget for teaching
 - Involvement in committee for the allocation of tuition fee compensation
 - Reporting back to Dean on adequate resources for equipment, rooms and staff
 - Distributing funds for tutors and other funds which the School committee allocates to the Dean of Studies
- Updating module handbooks in accordance with the process for the revision of module handbooks
- Quality of results
 - Incorporating results of quality instruments into continued development of degree programs
 - Evaluating analyses from the Bachelor's/Master's panels and follow-up measures
 - Monitoring follow-up measures of the course evaluation committee
 - Initiating and coordinating improvements from the Teaching Scorecard

3.2 Assistant to the Dean of Studies

Tasks:

Supporting degree program managers, especially in

- Quality policy and quality culture
 - Regularly checking the strategic focus of teaching in mission statement
 - Determining the strategic focus of the School regarding teaching pursuant to degree program portfolio
 - Regularly checking strategic focus on teaching in Teaching Scorecard
 - Using scorecard to communicate and suggest strategic projects
 - Developing and improving a quality management system for teaching and studying in line with system accreditation
- Quality at a structural level
 - Structuring governance in teaching and studying at the School
 - Regularly checking/updating responsibilities
 - Initiating and coordinating/supporting the chair of the Bachelor's committee for teaching and studying
 - Initiating and coordinating/supporting the chair of the Master's committee for teaching and studying
 - Initiating and coordinating/supporting the chair of the course evaluation committee
 - Initiating and coordinating/supporting the chair of the Quality Circle
 - Advisory member of FAU Commission for Teaching and Studying
 - Member of Q-meeting at FAU level
- Process quality
 - Coordinating development of degree programs in accordance with the process for setting up degree programs
 - Initiating and coordinating continued strategic development of degree programs in accordance with continued development process
 - Regularly reviewing degree program matrices
 - Monitoring the development of degree programs to receive accreditation pursuant to the accreditation process at FAU ("Siegelerhalt an der FAU")

- Budget for teaching
 - Reporting back to Dean on adequate resources for equipment, rooms and staff
 - Distributing funds for tutors and other funds which the School committee allocates to Dean of Studies
- Updating module handbooks
 - Asking module coordinators to check modules each semester
 - Entering and forwarding data relevant to examinations in module descriptions
- Quality of results
 - Incorporating results of quality instruments into continued development of degree programs
 - Evaluating analyses from the Bachelor's/Master's panels and follow-up measures
 - Implementing follow-up measures of the course evaluation committee
 - Initiating and coordinating improvements from the Teaching Scorecard

3.3 Bachelor's Degree Program Committee for Teaching and Studying (Bachelor LuSt)

Tasks:

- Quality policy and quality culture
 - Strategic focus of Bachelor's degree programs according to degree program portfolio
- Quality at a structural level
 - Facilitating communication between degree program managers and degree program coordinators with Dean of Studies and students at the level of the School
- Process quality
 - Discussing the focus of quality development in Bachelor's degree programs according to the process for the continued development of degree programs
 - Discussing continued development of degree program matrices
 - Discussing current issues concerning the continued development of degree programs of relevance across the board
- Quality of results
 - Discussing results of analysis for Bachelor's panel and follow-up
 - Discussing results of alumni survey
 - Discussing student statistics

Members:

- Dean of Studies (chair) and assistant
- Degree program managers for Bachelor's degree programs
- Degree program coordinators for Bachelor's degree programs
- Head of Examinations Committee
- Students' Representatives

Frequency of meetings:

→ Twice a semester

3.4 Master's Degree Program Committee for Teaching and Studying (Master LuSt)

Tasks:

- Quality policy and quality culture
 - Determining strategic focus of Master's degree programs according to degree program portfolio
- Quality at a structural level
 - Facilitating communication between degree program managers, degree program coordinators, the Dean of Studies and students at the level of the School
- Process quality
 - Discussing focus of quality development measures in Master's degree programs according to the process for the continued development of degree programs
 - Discussing continued development of degree program matrices
 - Discussing current issues concerning the continued development of degree programs of relevance across the board
 - Discussing admissions process and identifying potential for improvement
- Quality of results
 - Discussing results from the Master's panel and follow-up measures
 - Discussing results of alumni survey
 - Discussing admissions and student statistics

Members:

- Dean of Studies (chair) and assistant
- Degree program managers of Master's degree programs
- Degree program coordinators of Master's degree programs
- Head of Examinations Committee
- Students' Representatives

Frequency of meetings:

→ Twice a semester

3.5 Quality Circle

Tasks:

- Quality at a structural level
 - Facilitating communication between Students' Representatives and Dean of Studies at the level of the School
- Process quality
 - Quality development at the level of the School
 - Identifying potential for improving quality in daily business of relevance across the board
 - Selecting nominations for teaching prizes
 - Commission for the allocation of tutorial funds at the department

Members:

- Four Bachelor's students from Students' Representatives
- Two Master's students from Students' Representatives
- Dean of Studies (chair) and assistant
- Bachelor's and Master's students of the student councils (two voting and four advisory members)

Frequency of meetings:

- Approximately twice a semester

3.6 Course evaluation committee (LVE committee)

Tasks:

- Quality policy and quality culture
 - Establishing an evaluation culture at the School
 - Strategic focus of course evaluation at the School
- Process quality
 - Defining/checking the process for course evaluation
 - Selection of modules for evaluation
 - Adjusting the content of the survey
- Quality of results
 - Deciding on follow-up measures at the level of the School
 - Communicating overall results to the School

Members:

- Dean of Studies (chair) and assistant
- Research associates
- Four professors
- Three students from Students' Representatives

Frequency of meetings:

- Once a semester