**ASSESSMENT REPORT**

**HIGHER EDUCATION INSTITUTION:**

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| **STUDY PROGRAMME GROUP** |  |
| **ACADEMIC CYCLE** |   |

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| **STUDY PROGRAMMES** |  |
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**COMPOSITION OF ASSESSMENT COMMITTEE:**

**PERIOD OF EVALUATION:**

**DATE ASSESSMENT REPORT SENT TO INSTITUTION UNDER EVALUATION:**

**DATE COMMENTS RECEIVED FROM INSTITUTION UNDER EVALUATION:**

**ASSESSMENT BY ASSESSMENT COMMITTEE: THE QUALITY OF INSTRUCTION - CONFORMS TO A REQUIRED STANDARD**

 **- PARTIALLY CONFORMS TO A REQUIRED**

 **STANDARD**

 **- DOES NOT CONFORM TO A REQUIRED**

 **STANDARD**

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| **Comments:** |

**ASSESSMENT COMMITTEE CONSISTING OF THE FOLLOWING MEMBERS:**

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**APPROVED THE ASSESSMENT, … VOTES IN FAVOUR AND … VOTES AGAINST: ………………………………………… *(date of the approval of the assessment)***

**ASSESSMENT COMMITTEE CHAIR ……………………………… ……………………………… ………………….. *(name of chair, signature, date)***

**REQUIREMENTS FOR QUALITY OF INSTRUCTION**

**1. Study Programme and Organisation of Studies**

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| **REQUIREMENTS** | **EVIDENCE GATHERED** | **COMMENTS** | **+/-** |
| The study programme is based on the needs of the labour market and target groups, and contributes to fulfilling the mission of the educational institution and achieving its objectives.  | Study programmes; the development plan of the educational institution, development plans of specific fields and structural units |  |  |
| Employers and other stakeholders of the study programme group are involved in the study programme development. | To be identified during the site visit |  |  |
| The title of the study programme is consistent with its content. | Study programmes |  |  |
| The objectives and learning outcomes of the study programme are formulated in such a way that they provide a basis for evaluating the knowledge and skills of graduates of that study programme.  | Study programmes |  |  |
| The objectives and learning outcomes of the study programme are equal and comparable to the learning outcomes of the academic cycles of higher education as described in Annex 1 to the Standard of Higher Education. | Study programmes; Annex 1 to the Standard of Higher Education; the analysis by the educational institution on the compatibility of learning outcomes with the Standard of Higher Education |  |  |
| Forms of study, and student workload for independent work, practical training and, in the case of doctoral studies, for implementation of professional activities, support the achievement of objectives of the study programme. | Study programmes; additional information obtained during the site visit |  |  |
| The study programme meets the requirements and trends in international legislation that regulates the professional field and, if a professional standard exists, takes into consideration the acquisition and implementation of the knowledge and skills described therein. In professional higher education, study programmes of a study programme group are related to a specific vocation. | Study programme groups; international legislation regulating the corresponding professional field; the framework requirements for teacher training; the framework requirements for medical training, veterinary training, pharmacist training, dentistry training, midwifery training, nursing training, architectural studies and civil engineering studies; professional standards (see <http://www.kutsekoda.ee>.) |  |  |
| The joint study programme and the cooperation agreement for the joint study programme are in accordance with the requirements established in § 221 and§ 222 of the Universities Act. | The joint study programme; the cooperation agreement of the joint study programme; in the case of a foreign partner, evidence on the national recognition of that foreign educational institution or graduation documents issued |  |  |
| The master degree programme of an institution of professional higher education is developed as a continuation of the study programme of professional higher education in the same field of study. | Study programmes |  |  |
| An institution of professional higher education has concluded a cooperation agreement with a university to conduct the master degree programme. | The cooperation agreement |  |  |
| The organisation of studies is regulated and takes into consideration the specifics of the study programme group; recognition of prior learning and work experiences is regulated as well. | The document regulating the organisation of studies and the policy for recognising prior learning and work experiences; specific examples of recognising prior learning and work experiences at the educational institution obtained during the site visit |  |  |
| The organisation of practical training is clearly regulated, the requirements for implementing practical training are determined, and preliminary agreements with practical training facilities are in place. | Regulations for practical training; preliminary agreements with practical training facilities |  |  |
| Students are provided with counselling (study, career, and psychological counselling). | To be identified during the site visit |  |  |
| **OVERALL ASSESSMENT BY ASSESSMENT COMMITTEE OF THE STUDY PROGRAMME AND THE ORGANISATION OF STUDIES (AREAS FOR IMPROVEMENT):** |
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**2. Teaching Staff**

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| **REQUIREMENTS** | **EVIDENCE GATHERED** | **COMMENTS** | **+/-** |
| Qualifications of the teaching and research staffs involved meet the requirements established in legislation as well as those arising from the specifics of a study programme group and the academic cycle of higher education. The educational institution has entered into binding contracts with its teaching staff to conduct studies. | Information about the teaching staff involved (see the table entitled "Information about Members of Teaching Staff" on the EKKA website); contracts with the members of the teaching staff |  |  |
| The level and extent of research and development by the teaching and research staffs involved are adequate to teach in the corresponding academic cycle of higher education and to supervise student research. | Information about research and development activities by the teaching staff (the Estonian Research Information System ETIS, or additional information provided by the educational institution) |  |  |
| The teaching staff involved have an adequate teaching competency. | To be identified during the site visit |  |  |
| The number of members of ordinary teaching and research staffs involved – based on their responsibilities, workload and the number of supervised students – is adequate for achieving the objectives and learning outcomes of the study programme(s) in a given study programme group. | Information about qualifications as well as research and development activities of the teaching staff involved |  |  |
| The cooperation agreement between an institution of professional higher education and a university prescribes the involvement of highly qualified members of the university teaching staff in conducting the master degree programme at the professional higher education institution.  | The cooperation agreement; information about the teaching staff involved; written agreements with the members of the teaching staff |  |  |
| The teaching staff involved are aware of the objectives of the study programme and their roles in achieving them. | To be identified during the site visit |  |  |
| The ordinary teaching and research staffs of the educational institution have undergone the required evaluation. The educational institution provides its teaching staff with opportunities for their professional and individual development. | The procedure for evaluation; additional information obtained during the site visit |  |  |
| The teaching staff and supervisors of study programmes of doctoral studies regularly further their skills at foreign institutions of higher education or other research institutions, participate in international research projects, and present papers at high-level conferences. | The Estonian Education Information System ETIS; information about research and development activities by the teaching staff provided by the educational institution; additional information received during the site visit |  |  |

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| **OVERALL ASSESSMENT BY ASSESSMENT COMMITTEE OF THE TEACHING STAFF (AREAS FOR IMPROVEMENT):** |
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**3. Resources**

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| **REQUIREMENTS** | **EVIDENCE GATHERED** | **COMMENTS** | **+/-** |
| The educational institution ensures that financial resources necessary for conducting studies are available and prepares a strategy for acquiring them (prepares risk analyses and financial forecasts that include a calculation of the cost of a student place, takes into account the risks arising from the operational environment, and uses other appropriate measures to ensure the resources). | Tangible resources and financial information of the educational institution, and the information about the infrastructure of the study programme group (see the forms on the EKKA website); the risk analysis and financial projection |  |  |
| The educational institution has the sources for financing research and development related to doctoral studies. | Information about the sources for financing research and development (research projects and their costs, research agreements and their monetary funding, etc.) |  |  |
| There are facilities (lecture halls, laboratories, seminar rooms, rooms for students’ independent work) necessary for educational activities, as well as for research and development related to doctoral studies, which are furnished and equipped adequately and are up to date to achieve the objectives of study programmes; or there are specific existing financial decisions/ projects to finance the additional needs.  | Tangible resources and financial information of the educational institution, and the information about the infrastructure of the study programme group |  |  |
| Means of information technology and communications between national and international communication networks – needed for educational activities as well as for research and development related to doctoral studies – are available. | Tangible resources and financial information of the educational institution, and the information about the infrastructure of the study programme group  |  |  |
| The educational institution ensures that up-to-date information sources (including data bases) needed for teaching, learning and research in the study programme group are available.  | Information about existing information sources (including data bases) and those to be acquired |  |  |
| Financial indicators regarding economic sustainability of the educational institution are available to the general public. Annual reports of the educational institution or its organising body are audited, unless otherwise established by law. This requirement does not apply to new educational institutions. | The annual report |  |  |
| **OVERALL ASSESSMENT BY ASSESSMENT COMMITTEE OF RESOURCES (AREAS FOR IMPROVEMENT):** |
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