Call for Application

Training on Internal Quality Assurance (TrainIQA) in Southeast Asia 2014-16

The ASEAN-QA partnering institutions, the ASEAN Quality Assurance Network (AQAN), ASEAN University Network (AUN), the German Academic Exchange Service (DAAD), the European Association for Quality Assurance in Higher Education (ENQA), the German Rectors' Conference (HRK), the Southeast Asian Ministers of Education Organization Regional Centre for Higher Education and Development (SEAMEO RHIED) and the University of Potsdam (UP) have been jointly cooperating in the field of capacity building for quality assurance in Southeast Asian Higher Education since 2011 and hereby announce a new training course offer on **Internal Quality Assurance – TrainIQA** for Southeast Asia which. The training course is conducted by the Centre for Quality Development of the University of Potsdam which hosts the ASEAN-QA Secretariat.

TrainIQA is part of the DIES programme (Dialogue on Innovative Higher Education Strategies) which aims at strengthening higher education management structures in developing countries. DIES is jointly coordinated by the German Academic Exchange Service (DAAD) and the German Rectors' Conference (HRK) and supported by funds of the German Ministry for Economic Cooperation and Development (BMZ).

TrainIQA Course Background and Objectives

Higher education systems in Southeast Asia are characterised through dynamic changes in the last years. These changes relate in particular to an increasing demand for educational services and increasing student enrolment rates. Such developments are a major challenge for maintaining quality standards in higher education and effective internal and external quality assurance (QA) systems are needed in order to create trust and transparency for higher education stakeholders. This holds true not only for the national level but also for the ASEAN region as a

whole. In view of the ASEAN integration process by 2015 and beyond, regional QA plays a crucial role concerning the harmonisation of higher education, especially with regards to the comparability of student performance and degrees and the promotion of mobility of students and academics between different ASEN countries.

Against this background the **TrainIQA** course not only strengthens national capacities in the field of QA, it also promotes exchange and networking among higher education institutions (HEIs) and various stakeholders at regional level. At the same time the course offers the opportunity for exchange and dialogue both within the ASEAN region and between European and Southeast Asian partners. More specifically, **TrainIQA** aims at preparing QA officers (see course target group below) to become multipliers in the field of internal quality assurance (IQA) at their universities. Leadership and management topics are combined in a holistic way in order to strengthen the structural development of higher education institutions (HEI) and to support them in their endeavour to build up systematic QA structures. Therefore effective QA structures, the implementation of QA tools and procedures, curriculum design and revision, data-based information management and change management are key topics of the course.

Content and Methodology of the Training

TrainIQA will be carried out as a blended-learning course and consists of five different modules. Each module has accompanying self-study materials in form of a text book and online materials. The topics of the modules are:

- Module 1:   Effective Quality Assurance and Change Management
- Module 2:   Tools and Procedures of Quality Assurance
- Module 3:   Curriculum Design and Revision
- Module 4:   Data-based Information Management
- Module 5:   Quality Assurance and its linkages to Higher Education Management

The topics of the different modules will be discussed during four inter-connected workshops which will be held in Southeast Asia and Germany. One of the modules (data-based information management) is mainly offered via distance education.

The training will be hands-on with a strong practical focus. The workshops will include mixed methods such as presentations by experts, discussions among the participants, case studies and individual feedback and mentoring.

The course teaching concept is based on a team-teaching approach. The trainer teams will consist of European and Southeast Asian QA experts. Further the course is largely based on the exchange and presentation of personal experiences in QA between the participants. Peer-coaching in small working groups (participants coach participants) and individual feedback provided by the trainers are therefore important didactical elements of the training.

The main expected learning outcomes are:

- Understanding of theoretical concepts of quality, QA and quality development and the ability to evaluate them according to the different visions and missions of HEIs.
- Ability to design and carry out evaluations scientifically and to control the related processes (e.g. implementing surveys).
- Ability to apply appropriate techniques and scientific methods to reflect upon the results of QA mechanisms and to establish a quality loop with follow-up-processes on all levels of a HEI.
- Dealing with the requirements of curriculum design and revision, including the linkage to external quality assurance (EQA).
- Recognizing cross connections between quality development, staff development and organisational development.
- Formulating strategies on how quality culture can be developed at the institutional level.

Project Action Plan (PAP)

All participants of the training are expected to develop an individual Project Action Plan (PAP) during the training in order to put theory into practice. The PAP is a project management tool and refers to an individual project which all participants are asked to develop in the beginning and to implement in between the presence phases of the training at their home institutions. The projects should be aligned with the "bigger picture" of the university (in line with goals, mission, vision etc.). During the entire timeframe of the training, participants receive coaching and supervision by the workshop trainers. The Vice-Presidents (VPs) / Deputy Vice Chancellors (DVCs) in charge of QA are expected to support the respective participants in carrying out their projects.

Applicants must hand in a draft project proposal which they are asked to describe according to the attached form. The topics can vary as long as they are connected to the field of quality assurance and QA systems at the own university. Projects can be proposed jointly by two or more universities (i.e. networks/benchmarking etc.). Possible topics could be:

QA-System:	Tools and Procedures	Curriculum Design and Revision
- Development of internal QA policy guidelines - Setting up a QA-Unit - Scheme for staff development	- Self-evaluation report for internal/external evaluation (e.g. programme or institutional accreditation) - Evaluation of teaching and learning - Interrelation between data collection and QA - Designing & conducting tracer studies	Definition of learning outcomes and assessment scheme

The development and progress of the individual projects will be discussed during the four workshops to be held in Southeast Asia (Part 1, 3 and 4) and Germany (Part 2).

The final workshop (Part 4) offers the opportunity to present the results of the PAPs and to discuss the lessons learned among the participants as well as with the university leadership. To this end, the VCs and DVCs of the participating universities are invited to attend Part 4 together with the participating QA Officers in order to reflect jointly on the implementation of the projects with regard to both strategic and management aspects of QA.
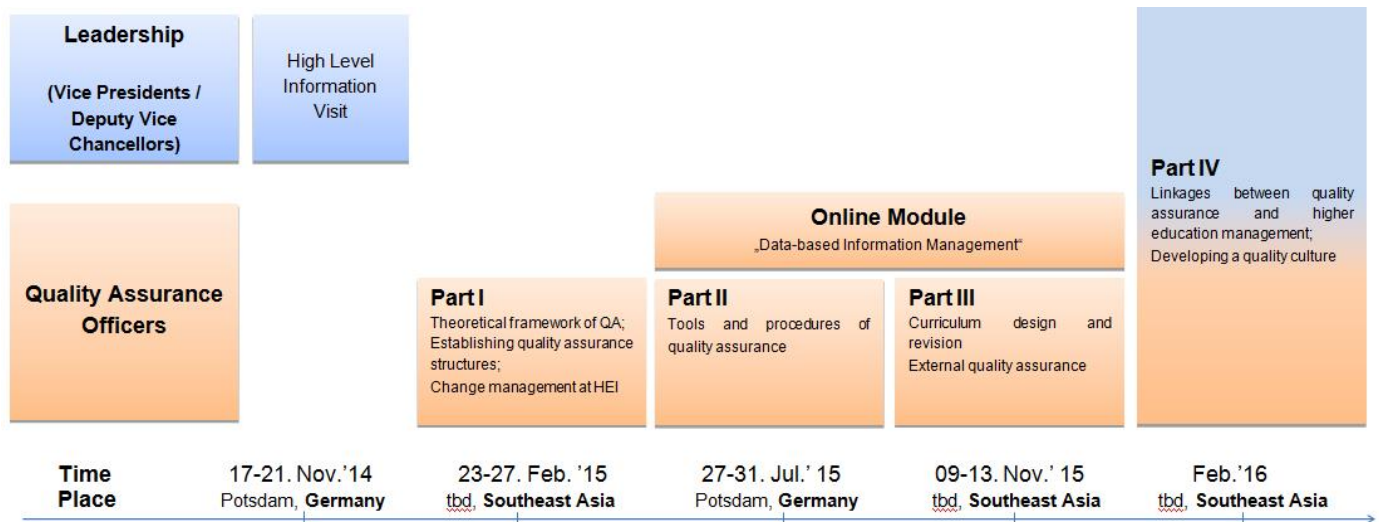
Time Schedule

The training will start in **January 2015** and finish in **March 2016**. The workshops will usually have a duration of about one week. Part 2, which takes place in Germany, will last about 10 days including additional site visits to DAAD and HRK as well as further relevant stakeholders in the field of QA such as universities and accreditation agencies.

Learning Platform and Online Module

Since course material for all modules and activities such as assignments, group discussions and coaching will be provided on an online platform, participants are expected to have access to the internet on a regular basis.

Module 4 "Data-based Information Management" will be offered online and starts during the contact phase of part 2 of the training "Tools and Procedures for Quality Assurance" in July 2015; it will be continued via distance learning until end of January 2016.

		Online Module „Data-based Information Management"			

Leadership

(Vice Presidents / Deputy Vice Chancellors)

High Level Information Visit

Part IV
Linkages between quality assurance and higher education management; Developing a quality culture

Quality Assurance Officers

Part I
Theoretical framework of QA; Establishing quality assurance structures; Change management at HEI

Part II
Tools and procedures of quality assurance

Part III
Curriculum design and revision
External quality assurance

Time Place	17-21. Nov.'14 Potsdam, **Germany**	23-27. Feb. '15 tbd, **Southeast Asia**	27-31. Jul.' 15 Potsdam, **Germany**	09-13. Nov.' 15 tbd, **Southeast Asia**	Feb.'16 tbd, **Southeast Asia**

Kick-Off: High Level Information Visit

In order to establish sustainable and successful QA structures, both strong support and backup by universities' decision makers as well as a well established linkages between the strategic and operational levels are needed.

Therefore prior to the start of the training course a High Level Information Visit to Germany will be organised for the VPs / DVCs in charge of QA of the participating universities. The information visit will introduce them to the course, its objectives and institutional benefits. Furthermore, relevant QA topics will be addressed and good practice examples in Germany and Europe will be presented in order to highlight the strategic importance of QA in higher education.

Course Target Group

TrainIQA will be open to up to 30 participants who are expected to attend all four parts of the training and who should meet the following criteria:

- They should be current or designated QA officers or senior university managers responsible for QA with proven knowledge and experience. (In case no such positions exist yet, universities can appoint a person and state this in the application).
- They should be in office for a minimum of 3 years.
- They should hold at least a Master's degree.
- They need to have fluent English skills, both written and spoken.
- They have to be available to attend all parts of the course.
- They should be employed on long-term contracts that go beyond the project ending in March 2016.
- They should preferably have at least 5 years until retirement.

Eligible Countries – Who Can Apply?

Universities from Southeast Asia (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor-Leste, Vietnam) are eligible to apply.

<u>Universities which have already taken part in ASEAN-QA trainings before need to specifically outline the additional benefit they expect from the TrainIQA course in the commitment letter</u>. Should the university endorse a participant who already has taken part in an ASEAN-QA training (alumni), the application will receive a lower priority.

As the five modules of the TrainIQA are interconnected, participants need to confirm by statements of their university's leadership that they will participate in all parts of the training in the application (see letter of commitment).

Project Coordination

The University of Potsdam functions as the academic coordinator of the course and is hosting the ASEAN-QA Secretariat. The course material is developed jointly by the University of Duisburg-Essen and the University of Potsdam. The two institutions have in-depth experience in the field of IQA at an academic level, both bundling the available expertise in a Centre of Higher Education Development and Quality Enhancement (at UDE) and a Centre for Quality Development (at UP).

Funding of the Training

TrainIQA is supported through funds of the German Federal Ministry of Economic Cooperation and Development (BMZ).

The following expenses will be covered for financially eligible countries[1]:

- International travel costs: Flight to and from Germany and ground travel in Germany.
- Accommodation, breakfast, catering and joint meals during all contact phases (parts 1 to 4) in Germany and Southeast Asia including also the high level information visit for VPs and DVCs (according to DAAD regulations).
- Training materials
- Emergency health insurance during the contact phase in Germany (according to DAAD regulations).

Thanks to the financial support of the German Federal Ministry of Economic Cooperation and Development (BMZ) and support by the ASEAN-QA Partners, no course fees will be raised; however the participating universities are expected to cover the expenses as specified below.

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[1] As Brunei Darussalam and Singapore are not eligible to receive funds from the BMZ, candidates from these two countries are invited to apply for participation at full cost (i.e. covering the expenses for travel, and accommodation for all conferences, workshops and conferences).

Expected co-funding from the participating universities:

- National transportation costs, i.e. from the participants' place of residence <u>to the airport and back</u> in case those workshops are carried out <u>outside the home country</u>.
- National transportation costs, i.e. from the participants' place of residence <u>to the course venue and back</u> in case those workshops are carried out <u>in the participants' home country</u>.
- Regional flight costs to the workshops/conferences in Southeast Asia.
- Visa costs and such as airport taxes, if applicable.

Please note that the organisers <u>do not pay out any per diems</u> in addition to the expenses which are already covered (breakfast, lunch and coffee breaks and joint dinners).

Applicants from Cambodia, Laos, Myanmar, and Timor-Leste are eligible for special financial support upon justification and can apply coverage of regional flight costs. Respective applicants are requested to submit an additional letter signed by the university leadership which indicates the need for financial support.

Application and Selection Procedure

Please send your application by e-mail until **July, 20th 2014** to the ASEAN-QA Secretariat at University of Potsdam at asean-qa@uni-potsdam.de.

<u>In order to be considered, applications need to include</u>:

1. **Application form** (incl. curriculum vitae; see attached PDF form);

2. **Draft Project Proposal (PAP)** (see attached PDF form);

3. **Letter of motivation** (1-2 pages; see attached PDF form);

4. **Letter of commitment to TrainIQA** submitted and signed by the university leadership (see attached example letter), including

   - a statement that the candidate will participate in all parts of the training and
   - a statement that the leadership supports the project and where it sees the relevance of the project proposal for the university
   - a confirmation regarding the availability of the VP / DVCs in charge of QA and/or Academic Affairs to attend the **High Level Information Visit** which will be carried out from November 17-21, 2014 in Potsdam, Germany.

5. **Contact data of VP / DVCs** in charge of QA (see attached PDF form)
6. **Organisational chart of the university** indicating the unit(s) in charge for QA

All applicants will be informed about the result of the selection process approximately at the **end of August 2014.**