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ASEAN University Network

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SEAMEO RIHED

Universität Potsdam

ASEAN-QA TRAINIQA

Call for Application

DEADLINE: JANUARY 22, 2024

Training on Internal Quality Assurance (TrainIQA) in Southeast Asia 2025

The German Academic Exchange Service (DAAD), the German Rectors' Conference (HRK) and the University of Potsdam (UP) in cooperation with its partnering institutions, the ASEAN-QA partnering institutions, the ASEAN Quality Assurance Network (AQAN), ASEAN University Network (AUN), the European Association of Universities (EUA), and the Southeast Asian Ministers of Education Organization Regional Centre for Higher Education and Development (SEAMEO RHIED) are jointly offering the DIES Course "Training on Internal Quality Assurance –TrainIQA" in Southeast Asia.

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 by dynamic changes in recent 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 high quality standards in academic education and effective internal and external quality assurance (QA) systems

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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, regional QA plays a crucial role in the regionalisation and internationalisation of higher education in ASEAN and beyond. This is especially important with regard to the comparability of student performance and degrees, as well as the promotion of mobility of students and academics between different ASEAN 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 managers (see course target group below) to become multipliers in the field of internal quality assurance (IQA) at their home institutions as well as within their countries. 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 and processes. Therefore, effective QA structures, the implementation of QA tools and procedures, curriculum design and revision, databased information management and change management are key topics of the course.

The course offers the opportunity for exchange and dialogue both within the ASEAN region and between European and Southeast Asian partners and institutions.

Content and Methodology of the Training

TrainIQA combines leadership and management topics in a comprehensive way in order to strengthen the structural development of HEIs and to support the trainees in their endeavour to build up systematic QA structures and processes. The course consists of five different modules. Each

module has accompanying self-study materials in the form of a course textbook[1] and online materials. The topics of the modules are:

Module 1:   Designing Effective Quality Management Systems

Module 2:   Tools and Procedures for Quality Assurance

Module 3:   Quality Assurance of Teaching and Learning

Module 4:   Information Management

Module 5:   Quality Management and its Linkages to Higher Education Management

TrainIQA is delivered in a **blended-learning** format. All topics of the different modules will be discussed during three inter-connected workshops, which shall be held in the ASEAN region, Germany and online.

The training will be hands-on with a strong practical focus. The workshops will include mixed and interactive methods such as presentations by experts, peer-learning among the participants, and case studies. Individual feedback and mentoring will also be provided.

The course teaching concept is based on a team-teaching approach. The trainer teams will consist of Southeast Asian and European QA experts. Further, the course is largely based on the exchange of QA experiences among participants. Peer-learning in small working groups and individual feedback provided by mentors are therefore important didactical elements of the training.

All training activities are supported via an online learning platform, which will provide infrastructure for online phases, enable communication with trainers, and enhance participant exchange.

After completion of the course, the participants are expected to be able to…

- understand theoretical concepts of quality, QA and quality enhancement as well as quality culture in HEI and evaluate them according to the different visions and missions of HEIs,
- design and carry out questionnaires and evaluations scientifically and to manage data collection an analysis processes effectively,

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[1] The course material was developed jointly by the University of Duisburg-Essen and the University of Potsdam.

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- apply appropriate techniques and scientific methods to reflect upon the results of quality assurance and to establish a quality loop with follow-up-processes on all levels of a HEI,

- address the requirements of quality assurance of study programmes and their revision, including the linkage to external quality assurance,

- recognise and evaluate cross connections between quality development, staff development and organisational development,

- formulate ideas and strategies about how quality culture can be developed at the institutional level,

- develop and organize a detailed project action plan with clear objectives and timelines.

Institutional Change Projects

All participants of the training are expected to develop and implement an institutional change project during the training in order to put theory into practice with the help of a project action plan. The PAP is a project management tool and helps in planning and documenting the projects. An introduction to project management and tools such as the PAP will be an integrative part of the training starting in the initial online-phase. The projects should be aligned with the bigger picture of the institution (in line with the own context and needs). During the entire timeframe of the training, participants receive coaching and mentoring by experts from Southeast Asia and Europe. The trainees' superiors, e.g. the Vice-Presidents (VPs) / Deputy Vice Chancellors (DVCs) in charge of QA, are expected to support their team in carrying out their projects.

Applicants must hand in a draft project proposal, which they are asked to describe according to a template (see Annex 1). The topics of the projects can vary, as long as they are connected to the field of quality assurance and QA systems at the own institution. Projects can be proposed jointly by two or more universities (i.e. networks/benchmarking etc.). The projects should be realistically planned and be implemented within the period of the training (approx. 9 months) based on defined milestones to be reached until the final conference.

Possible project topics could be:

Examples on QA-System	Examples on Tools and Procedures	Examples on Study Programme and Curriculum Design and Revision
• Development of internal QA policy guidelines • Setting up a QA-Unit • Scheme for staff development • Developing a QA handbook • Enhancing the quality culture at institutional level	• Artificial Intelligence in quality assurance • 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 • Setting up information systems	• Promote and/or implement education for sustainable development • Development of guidelines or policies in the area of teaching and learning (e.g. online/hybrid learning, use of AI) • Introduction or further development of outcome based education • Development of a handbook for teaching and learning

Involvement of University Leadership in charge of QA

To establish sustainable and successful QA structures, strong support and commitment from institutional decision-makers are crucial, as are well-established linkages between strategic and operational levels. Therefore, this training program includes specific formats to engage senior management (Vice Presidents / Deputy Vice Chancellors in charge of QA) from participating institutions at various stages.

The **Opening Conference** will launch the institutional change projects, which will be implemented as part of TrainIQA. During the workshop's final day, participants will have the opportunity to present and discuss their proposed institutional change projects with senior institutional leaders. Additionally, higher education leaders will have a platform to stay updated on recent developments in teaching, learning, and quality assurance and enhancement, both regionally and internationally.

Two **online phases** will be held to further engage senior management. These online sessions will take place after Workshop I and Workshop II, respectively, and will invite the management to discuss current developments in the field of quality management in higher education as well as the progress of the institutional change projects of their respective universities.

A **Closing Conference** will be held online to conclude the training, consisting of a series of sessions featuring keynotes, expert panels focusing on emerging issues in Quality Assurance, and the presentation of the institutional change projects. This will allow both the trainees and the leadership representatives who attended the initial event to share lessons learned and insights. Furthermore, ample time will be dedicated to discussing current trends and directions in QA and strategic management, as well as exploring opportunities to support regional exchange and cooperation.
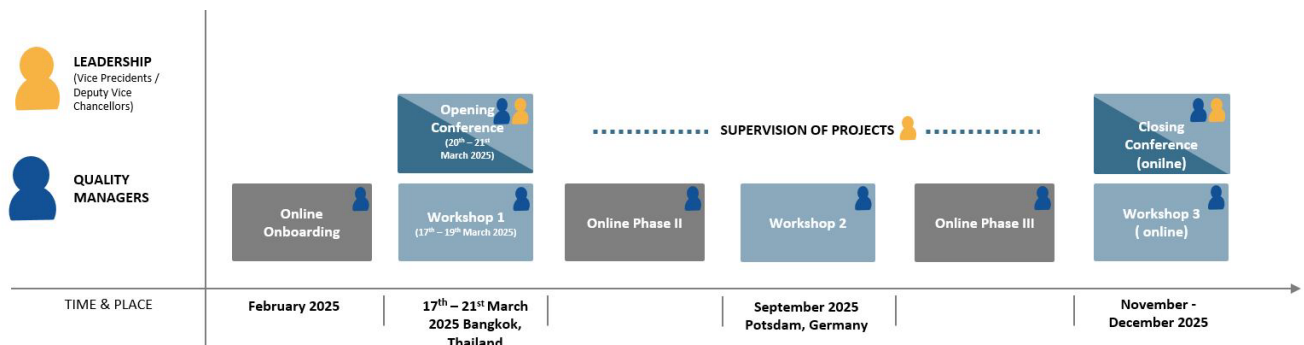
Activities and Time Schedule

The training will start **in February 2025** with an online onboarding, including the introduction of the trainer team and participants as well as the first learning activities. **Workshop I** will take place **from 17 to 21 March in Bangkok, Thailand.** The **Opening Conference** will take place immediately following Workshop I from **20 to 21 March 2025**. Senior Management is asked to block the relevant dates for the **Opening Conference**.

The **Opening Conference** will launch the **institutional change projects**, which will be implemented as part of TrainIQA. During the workshop's final day, participants will have the opportunity to present and discuss their proposed institutional change projects with senior institutional leaders. Additionally, higher education leaders will have a platform to stay updated on recent developments in teaching, learning, and quality assurance and enhancement, both regionally and internationally.

Workshop II will take place in August/September 2025 in **Potsdam, Germany**. Between Workshop I and Workshop II and between Workshop II and Workshop III, there will be an online phase. These online phases will include regular meetings with mentors to discuss project progress, as well as events on Quality Management topics in a blended learning format.

Workshop III will begin as a series of online events starting in late November 2025. The training course will conclude in mid-December 2025 with the online Closing Conference.

Target Group

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

- They should be current or designated quality managers or senior managers responsible for QA with proven knowledge and experience. (In case no such positions exist yet, HEIs can appoint a person and state this in the application).

- They should be in office for a minimum of 3 years / or should have at least 3 years' experience in QA.

- They should hold at least a Master's degree.

- They need to show fluent English skills, both written and spoken.

- They should be employed on long-term contracts that go beyond the ending of the training in December 2025.

- They should preferably have at least 5 years until retirement.

- They have to be available to attend all parts of the course.

Eligible Countries, Institutions and Participants – Who Can Apply?

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

HEIs that have previously participated in ASEAN-QA trainings must specify the additional benefits they expect from the TrainIQA course in their commitment letter. Individuals who have already participated in TrainIQA, are not eligible to apply again.

As the five modules of **TrainIQA** are interconnected, participants need to confirm by statements of their institution's leadership that they will participate in all parts of the training in the application (see Annex 2, letter of commitment).

The **institution's top-level leadership** responsible for Quality Assurance (QA) is requested to confirm their attendance and **save the dates for the Opening Conference**, scheduled for **March 20–21, 2025**, as well as the intermediate **online meetings** and the **Closing Conference** in December 2025.

Applicants are asked to save the dates for both **Workshop I**, which will take place from **March 17–19, 2025**, and the **Opening Conference**, scheduled for **March 20–21, 2025**.

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[2]:

- General training implementation costs
- Regional travel costs for the participants to join the first Workshop I and Opening Conference: Flight to and from Thailand (economy class) and ground travel in Thailand.
- Regional travel costs for the VPs/DVCs to join the Opening Conference: Flight to and from Thailand (economy class) and ground travel in Thailand.

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[2] 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).

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- International travel costs for the training participants to Workshop II: Flight to and from Germany (economy class) and ground travel in Germany.

- Accommodation, breakfast, catering and selected group meals as indicated in the workshop/conference programmes during the contact phases (in Germany and Southeast Asia), including the Opening Conference visit for VPs and DVCs, in accordance with DAAD regulations.

- Emergency health insurance during the contact phase in Germany (according to DAAD regulations).

Co-funding from the participating home institutions:

- As a contribution to the training costs, a course fee of 600 EUR is required to be covered by the participant's institution.

- National transportation costs, i.e. from the participants' place of residence to the airport and back.

- National transportation costs, including travel from the participants' place of residence to the course venue and back, in cases where the travel is within Thailand to Bangkok.

- Visa costs and airport taxes, if applicable.

Please note that the organizers do not provide per diems. While breakfast, catering, and selected group meals to be announced in the programmes are included, not all meals will be covered by the organizers.

Course Fees

Thanks to the financial support of the German Federal Ministry of Economic Cooperation and Development (BMZ) and support by the ASEAN-QA Partners, only a contribution of 600 Euro will be raised. Applicants from Cambodia, Laos, Myanmar, and Timor-Leste are eligible for special financial support upon justification and can apply for a reduction of the course fees to 300€. Respective applicants are requested to submit an additional letter signed by the institution's leadership, which

indicates the need for financial support. The procedure for transferring the course fees will be communicated to the selected participants after the selection process.

Training Coordination

The University of Potsdam functions as the academic coordinator of the course and hosts the ASEAN-QA Secretariat. The Centre for Quality Development of the University of Potsdam has in-depth experience in the field of IQA of teaching and learning, international cooperation and capacity building in the area of higher education management since 2011.

Application and Selection Procedure

Please fill in your application online until <u>January 22, 2025.</u> You need to complete the following steps:

1. Register at https://asean-qa.de/s/d34cccae/en.html with name and e-mail. Registration opens on December 12, 2024.
2. You will then receive an e-mail with the link to the application form and a password
3. Follow the link in the e-mail and input your e-mail address and password to access the form and fill out the survey.
4. Follow the survey
5. Please make sure you hand in a full application including annexes (see below, what a full application includes)
6. When the application is final, click on "hand in application" on the last page.

You can access your online application multiple times and continue filling in the missing data. Once you have clicked on **"hand in application",** the application is perceived to be final and you will not be able to access it anymore. Please make sure to save all your application data, especially the information about your planned institutional change project, in a separate file. Should you have handed in by mistake, please contact us. You can find information and an explanation concerning the application process on (TBD).

Should you have any questions please do not hesitate to contact the ASEAN-QA Secretariat at University of Potsdam via asean-qa@uni-potsdam.de.

In order to be considered you need to hand in a full application that consists of:

1. **Fill out the online application (see contents in Annex 1)** which includes data on the candidate, his/her motivation, the proposed project and the contact data of the senior management who will join the Opening Conference and intermediate sessions and Closing Conference.

2. **Upload letter of commitment (as PDF)** submitted and signed by the institution's leadership (see example letter in Annex 2), including:

-   a statement that the candidate will participate in all parts of the training and that he/she is supported

-   a confirmation of the function of the candidate

-   a statement that the leadership supports the project and its implementation in the candidates working time

-   a description of the relevance of the project proposal and its objectives for the institution as seen by the senior management

-   a confirmation that the contribution of 600 EUR (or in case the request for special financial support, see above) will be covered by the institution

-   a confirmation regarding the availability of the VP / DVC in charge of QA and/or Academic Affairs to attend the Opening Conference on March 20-21, 2025.

Upload a short personal introduction video or audio file of the applicant in English including:

-   Name
-   Scientific Background
-   Country of origin
-   University / Institution
-   Role and experiences in Quality Management
-   Motivation for applying for the training
-   A personal interest or hobby

Applications that do not include all components will not be considered. All applicants will be informed about the result of the selection process by approximately mid-February 2025. DAAD, HRK, and University of Potsdam will jointly select the TrainIQA participants along the eligibility, the target group match, the motivation and commitment as well as the proposed project proposal. The diversity of countries and gender will be further considered in the selection process.

Contact details

Website: www.asean-qa.org   E-Mail: asean-qa@uni-potsdam.de