

Call for Application

Training on Internal Quality Assurance (TrainIQA) in Southeast Asia 2016-18

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 RIHED) and the University of Potsdam (UP) - have been jointly cooperating in the field of capacity building for quality assurance since 2011 and hereby announce a new training course on **Internal Quality Assurance – TrainIQA** for Southeast Asia. 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, 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 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 and institutions. More specifically, **TrainIQA** aims at professionalising quality managers (see course target group below) and to become multipliers in the field of internal quality assurance (IQA) at their home institutions. 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, study programme 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 course text book 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

The topics of the different modules will be discussed during four inter-connected workshops which will be held in Southeast Asia and Germany. Module 4 on 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-learning in small working groups and individual feedback provided by mentors are therefore important didactical elements of the training.

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

- understand theoretical concepts of quality, QA and quality enhancement and have the ability to evaluate them according to the different visions and missions of HEIs,
- design and carry out questionnaires and evaluations scientifically and to control the related processes,
- 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,
- deal with the requirements of quality assurance of study programmes and their revision, including the linkage to external quality assurance,
- recognise cross connections between quality development, staff development and organisational development,
- formulate ideas about how quality culture can be developed at the institutional level,
- structure a project in the form of a project action plan.

Institutional Projects

All participants of the training are expected to develop and implement an institutional 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 planning and documenting the projects. The projects should be aligned with the “bigger picture” of the institution (in line with goals, mission, vision etc.). During the entire timeframe of the training, participants receive coaching and mentoring by Experts from ASEAN and Europe. 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 institution. Projects can be proposed jointly by two or more universities (i.e. networks/benchmarking etc.). The project timeframe should be realistically implementable within the time of the training (approx. 1 year) and/or have main milestones to be reached until the final conference.

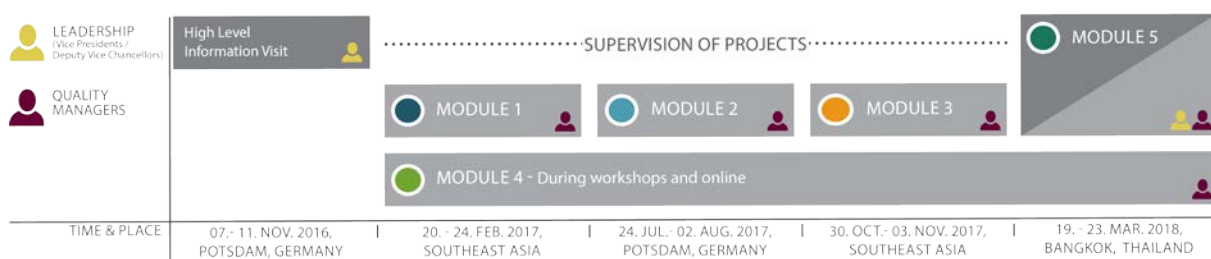
Possible project topics could be:

QA-System	Tools and Procedures	Study Programme and Curriculum Design and Revision
<ul style="list-style-type: none"> Development of internal QA policy guidelines Setting up a QA-Unit Scheme for staff development Developing a QA handbook 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Definition of learning outcomes and assessment scheme Development of a handbook for teaching and learning

The development and progress of the individual projects will be discussed during the four workshops to be held in Southeast Asia (Module 1, 3 and 5) and Germany (Module 2).

The final workshop and conference (Module 5) offers the opportunity to present the results of the institutional projects and to discuss the lessons learned among the participants and institutional leadership. To this end, the VPs and DVCs of the participating universities are invited to attend the final conference together with the participating quality managers 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 **November 2016** with the High Level Information Visit for the senior management and last until **March 2018** for the final conference (see concrete dates below). The workshops will usually have a duration of about one week. Module 2, which takes place in Germany, will last about 10 days including additional site visits to relevant stakeholders in the field of QA such as ministries, universities or 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 “Information Management” will be offered online and starts during the first Workshop “Designing Effective Quality Management Systems” in February 2017, it will be continued via sessions during the workshops and distance learning until the final Workshop in March 2018.

Kick-Off: High Level Information Visit

In order to establish sustainable and successful QA structures, both strong support and backup by institutional decision makers as well as 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 institutions. 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.

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 quality managers or senior 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 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.
- They have to be available to attend all parts of the course.

Eligible Countries, Institutions and Participants – Who Can Apply?

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

Institutions which have already taken part in ASEAN-QA trainings in the past need to specifically outline the additional benefit they expect from the TrainIQA course in the commitment letter. Should the institution endorse a participant who already has taken part in an ASEAN-QA training (alumni), the application will receive a lower priority. ASEAN-QA Alumni who have taken part in the first TrainIQA (2014-16) course are not eligible to apply.

As the five modules of the 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 letter of commitment).

Training Coordination

The University of Potsdam functions as the academic coordinator of the course and hosts the ASEAN-QA Secretariat. The course material is developed jointly by the University of Duisburg-Essen and the University of Potsdam. The Centre for Quality Development of University of Potsdam has in-depth experience in the field of IQA of teaching and learning and is implementing projects and activities in Southeast Asia since 2011.

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 countries¹:

- International travel costs: flight to and from Germany and ground travel in Germany.
- Accommodation, breakfast, catering and joint meals during all contact phases (Module 1 to 5) 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).

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).

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 institutions are expected to co-fund the expenses as specified below.

Co-Funding by Participating Institutions

- National transportation costs, i.e. from the participants' place of residence to the airport and back in case a workshop is taking place outside home country and from the participants' place of residence to the course venue and back in case a workshop is carried out in the participants' home country.
- Regional flight costs to the workshops/conferences in Southeast Asia.
- Visa costs and travel related expenses such as airport taxes, if applicable.

Please note that the organisers do not pay out any per diems in addition to the expenses which are already covered (breakfast included in accomodation, joint lunches, coffee breaks and dinners specified in the schedules).

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 institution's leadership which indicates the need for financial support.

Application and Selection Procedure

Please fill in your application online until **July, 24th 2016**. You need to complete the following steps:

1. Register at <http://www.asean-qa.de/s/register/en.html> with name and e-mail
2. You will then receive an e-mail with the link to the application form (<http://www.asean-qa.de/s/apply16/en.html>) 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. Should you have clicked by mistake, please contact us.

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)** which includes data on the candidate, his motivation, the proposed project and the contact data of the senior management who will attend the High Level Information Visit.
2. **Upload Letter of commitment to TrainIQA (as PDF)** submitted and signed by the institution's leadership (see example letter in Annex), including
 - a. a statement that the candidate will participate in all parts of the training and that he is supported
 - b. a confirmation of the function of the candidate
 - c. a statement that the leadership supports the project and its implementation in the candidates working time
 - d. a description of the relevance of the project proposal and its objectives for the institution as seen by the senior management
 - e. 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 7.-11. November 2016 in Potsdam, Germany.
3. **Upload the organisational chart of the institution** indicating the unit(s) in charge for QA (as a PDF)

Applications that do not include all components will not be considered. All applicants will be informed about the result of the selection process approximately at the **end of August 2016.**