

Online audit procedure

Online procedures must be prepared differently on the part of the university. This applies in particular to the creation of opportunities to view examinations and theses, as well as to view the technical laboratory equipment. The higher education institutions should be made aware of this at an early stage, if possible when an online procedure is being defined.

Prerequisites for an online procedure:

- Meaningful accreditation documents completely in German/English
- Technical possibilities of the higher education institution for online conferences (data capacity)
- Linguistic comprehension (if necessary, interpreters must also have a command of the specialist vocabulary)
- Manageable number of degree programmes

Lead time for the audit:

Approx. 3 weeks before the audit date: The auditors submit a list of missing information and preliminary questions in writing.

Approx. 2 weeks before audit date: The higher education institution submits the additional information and answers the reviewers' questions.

Approx. 1 week before the audit date: Internal preliminary discussion of the reviewers and compilation of the questionnaire.

The questionnaire (without the names of the questioners) can be sent to the university in advance for their preparation.

The day before the audit: Short internal preliminary meeting to clarify organisational questions about the audit procedure (if necessary).

Procedure of the audit:

Fundamentally, the procedure of the online audit is based on the face-to-face procedures. However, experience has shown that more time is needed for the individual discussion rounds in online procedures than in face-to-face events. Therefore, a minimum of 1.5 days

(without internal preliminary meeting) should be planned, even for only a few degree programmes.

Procedure national:

Day 1: hour)	Meeting with the university management (1 hour)
	Presentation of laboratories, teaching rooms, etc. by the university (1.25 hours)
Day 2: hours)	Interview with programme coordinators (2 hours)
	Discussion with students (1.5 hours)
	Lunch break (1 hour)
	Review of exams, theses and internal exchange (1 hour)
	Discussion with lecturers (1.25 hours)
	Internal final discussion (1-1.5 hours)
	Final discussion with the university (0.5 hours)

Appropriate screen breaks should be planned between the individual discussion rounds.

Procedure abroad:

In procedures abroad, it is usually better for the reviewers to work out problem points or missing information in a joint discussion. Therefore, in online procedures abroad, the internal preliminary meeting of the experts should usually take place much earlier than in national procedures. The preliminary meeting should therefore be held 3 weeks before the audit instead of the written statement. Directly before the audit, there could then be a brief exchange about the university's subsequently submitted documents.

Binding programme points during the audit:

- 1) University management
- 2) Programme managers
- 3) Students
- 4) Inspection of examinations
- 5) Visit to laboratories and premises
- 6) Conversation with professional practitioners
- 7) Discussion with lecturers

- 8) Internal final discussion
- 9) Final interview with the university

In procedures abroad, considerably more time must be allowed for each discussion rounds than in comparison to national procedures, depending on the discussion culture of the country and the language skills of the university representatives.

Due to the time difference, interviews in the American continent or in Asia are only possible for half days, so that 4-5 days must be calculated here.

A general schedule with specific times is not possible for procedures abroad because too many individual peculiarities have to be taken into account (prayer times in Muslim countries, time difference, need for interpreters).

Results

Fundamentally, online procedures lead to the same accreditation results as face-to-face procedures (rejection, suspension, accreditation with/without conditions).

In cases where the experts have a fundamentally positive impression of the implementation of a criterion, but cannot yet conclusively prove this,

- accreditation with conditions is conceivable.
- In the corresponding condition, proof of the implementation of the respective criterion is required.
- The verification of the fulfilment of conditions is carried out on site by at least part of the expert team (in international procedures at least one of the participating university lecturers from Germany) if necessary.

This does not affect those procedures in which the implementation of a criterion cannot yet be assessed by the experts or in which such serious deficiencies are found that accreditation does not yet appear possible. In both cases, the procedure continues to be suspended.

The Accreditation Commission adopts the procedures for online procedures in the version presented on 16th March 2021.



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