



TALLINN UNIVERSITY OF
TECHNOLOGY

Quality management of study process and curriculum development

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The core regulations assuring quality of study process:

- (1) TUT Management System Manual
- (2) Academic Quality Assurance Principles
- (3) Rules for Feedback Collection and Utilization
- (4) Rules of Self-analysis of Programmes



The core regulations for development of curriculum:

- (1) Curriculum statute (as of April 2016)
- (2) Procedure for management of study programmes (as of June 2016)



TUT Management System Manual (1)

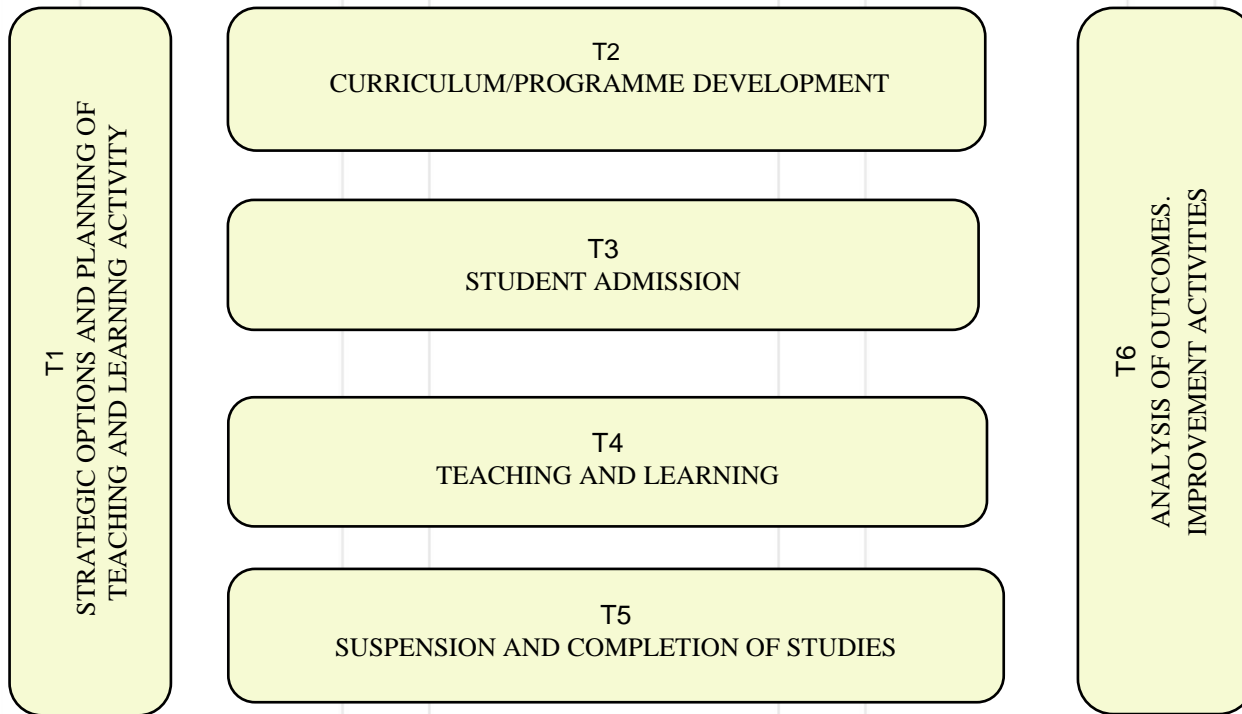
- The manual describes the overall management system incl. TUT core and support processes
- The Manual is intended for use by university staff to review action and performance of different core processes:
 - Research & Development
 - Teaching and Learning
 - Public Oriented Services



TUT Management System Manual (2)

Teaching and Learning

Value Chain of the degree level study process





Academic Quality Assurance Principles at TUT (1)

- The key elements of academic quality assurance system include:
 - (1) Overall academic quality management: management of the teaching & learning process shall be carried out in compliance with management of the other core process – R & D, public oriented services etc.
 - (2) Study programme development



Academic Quality Assurance Principles at TUT (2)

(3) Student admission

(4) Organisation of studies

(5) Support processes of teaching and learning

(6) Assessment of Performance: a report on teaching and learning shall be compiled for each academic year; teaching and learning shall be planned by taking into account feedback from internal and external stakeholders etc.



Rules for feedback collection and utilization (1)

- Comprehensive feedback system of TUT is described in TUT Management System Manual (based on the target groups: applicants, students, employers, alumni etc)
- Rules for feedback collection and utilization describe the title, purpose, regularity and utilization of result of surveys:
 - (1) Students feedback based on Study Info System (SIS)
 - (2) Graduate satisfaction survey



Rules for feedback collection and utilisation (2)

- (3) Survey on satisfaction with counselling services
- (4) Survey of dropping-out students
- (5) Feedback from APEL applicants
- (6) Alumni portal survey
- (7) Employers satisfaction survey



Curriculum statute (1)

- The statute lays down the structure and the conditions and procedures for preparation, opening, assessment, amendment and closing of the curricula
- The new statute states:
 - workload of a course (as a rule 6 ECTS)



Curriculum statute (2)

- The minimum workload of the modules:
 - General studies
 - Core studies
 - Special studies
 - Free choice studies
 - Final thesis (or exam)
- Compulsory learning outcomes (courses)
- Procedures for opening, amendment and closing curricula



Procedures for management of study programmes

- Faculty and program director are responsible for management of a program
- Responsibilities of program director:
 - development activities of curriculum;
 - ordering of subjects from departments;
 - quality of teaching and learning;
 - monitoring of students academic projects;
 - internal and external evaluation of program;
 - analysis and utilization of feedback;
 - student place planning and admission;
 - coordination of the work of program committee etc.

