

INTERNAL EVALUATION OF THE MS

School: Department: MEAS:	Academic Year:
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A. INTERNAL EVALUATION BY PRINCIPLE OF THE STANDARD

1. Quality Policy and Objectives		YES	NO	N/A	COMMENTS
1.1	Four-year Operational Plan of the Framework Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>E.g. Drafting process</i>
1.2	MSP Quality Policy (Updated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- <i>Decision Number</i> - <i>Website Link</i>
1.3	Quality Goals of the Academy Unit for the MSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- <i>Decision Number</i> - <i>Updated Scoreboard (HAEAE template)</i>
1.4	Code of Conduct (Law 4957/2022, article 217)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments

(Please note any additional comments you may have on each criterion/indicator)

2. Design, Approval and Quality Monitoring of the MSP		YES	NO	N/A	COMMENTS
2.1	Senate Decision <i>(with the latest reform of aspects of the Curriculum)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Decision</i>
2.3	Study Guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Link Website</i>
2.4	Volume of Studies <i>(according to the European Credit Transfer and Accumulation System – ECTS &</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- <i>Total Study Workload: 240/360/480 ECTS</i> - <i>Study workload per year: 60</i>

	<i>legislation)</i>				- Study Workload Per Semester: 30
2.5	Course Outlines (M1) & Diploma/Thesis (according to the HAAE model)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Expected Learning Outcomes based on the European and National Qualifications Framework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be recorded in a study guide – diploma supplement and to be present in the course outlines
2.7	Active participation of students in the design of the curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Participation details, - Actions
2.8	Providing work experience opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Internship - Clinical exercise - Other

Comments

(Note any additional comments you may have on the criterion in total)

3. Student-centered learning, Teaching and Assessment		YES	NO	N/A	COMMENTS
3.1	Evaluation of Courses & Teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Statistical Processing of a set of questionnaires per question - Annotation of results - Suggestions for addressing weaknesses
3.2	Operation of the Student Complaints and Objections Management Mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Decision +Summary Statistics
3.3	Rules of Procedure for the Institution of Academic Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Decision +Summary Statistics
3.4	Teaching Methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Criteria & Methods for Student Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Evaluation of Studies of the MSc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- MODIP Study Evaluation Bulletin, or - Other way of evaluating studies

Comments

(Note any additional comments you may have on the criterion in total)					
4. Admission of Students, Stages of Attendance, Recognition of Academic Qualifications and Awarding of Bachelor's Degrees and Certificates of Skills		YES	NO	N/A	COMMENTS
4.1	Internal Rules of Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Government Gazette/Decision
4.2	Study Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Decision
4.3	Internship Regulations (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Decision +Summary Statistics
4.4	Mobility Regulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Decision +Summary Statistics
4.5	Rules for the Preparation of Works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Decision
4.6	Diploma & Diploma Supplement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+Learning Outcomes
4.7	Cooperation agreements with other Institutions (in cases where the MSP is provided with the participation of other Institutions, or is provided as a joint cooperation program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.8	Table with the minimum admission basis, through entrance exams (for the last 6 years)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments					
(Note any additional comments you may have on the criterion in total)					
5. Ensuring the Adequacy and High Quality of Teaching Staff		YES	NO	N/A	COMMENTS
5.1	Staff Performance in Scientific-Research and Teaching Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Summary report
5.2	Procedures & Criteria for the Selection of Teaching Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+ Website
5.3	Labour Regulations or Employment Contracts – Obligations of Teaching Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal list of teaching staff with subject matter and subjects taught,

					<i>employment relationship, teaching assignment as well as other teaching obligations in hours</i>
5.4	Policy for the Support, Development and Evaluation of the Staff of the Vocational Training Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments <i>(Note any additional comments you may have on the criterion in total)</i>					
6. Learning Resources & Student Support		YES	NO	N/A	COMMENTS
6.1	Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Recording/Catalog</i>
6.2	Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Recording/Catalog</i>
6.3	Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Recording/Catalog</i>
6.4	Resource Adequacy Assessment Report (Human/Material)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Administrative Support Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>- List of administrative staff</i> <i>- Ways to develop his skills</i>
6.6	Material for Students (Electronic – Printed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments <i>(Note any additional comments you may have on the criterion in total)</i>					
7. Collection, Analysis and Use of Information for the Organization and Operation of the Curriculum		YES	NO	N/A	COMMENTS
7.1	Data Collection (OPESP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Operation of an Information System for the collection of administrative data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Other Tools – Procedures for Data Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Result Reports – Information Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>- Evaluation of 5-year OPESP data</i> <i>- Formulation of improvement proposals</i>

Comments					
(Note any additional comments you may have on the criterion in total)					
8. Public Information		YES	NO	N/A	COMMENTS
8.1	Curriculum website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Bilingual Curriculum Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Website Completeness (Greek) <i>() information on the activities of the Programme,</i> <ul style="list-style-type: none"> - expected learning outcomes, - title awarded, - applied teaching and learning processes, - procedures relating to the assessment; - exam pass rates, - learning opportunities offered; - vocational employment of graduates) <i>(See: Government Gazette 1466/13-08-2007, Law 4957/2022, No.45</i> <i>and</i> https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fqa.auth.gr%2Fdocuments%2Faccrreditation%2Fmanual%2Fassistance%2F13.CheckList_PMS_websites.xlsx&wdOrigin=BROWSELINK)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Website Completeness (English) <i>As above 8.3</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.5	Process of Maintenance/Renewal/Update of the PSC Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.6	Website Evaluation (functionality/content)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.7	Website Evaluation (maintenance/updating)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8.8	Means & Channels of Communication (View and publish information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments (Note any additional comments you may have on the criterion in total)					
9. Continuous Monitoring & Periodic Internal Evaluation of the MSP		YES	NO	N/A	COMMENTS
9.1	Conducting an annual evaluation of the MSP (- content of the curriculum, according to the most recent research in each subject - Contemporary character of the program - Changing needs of society - Workload, course and completion of student studies - Effectiveness of student evaluation procedures - student expectations and needs, as well as their degree of satisfaction with their curriculum - learning environment, supportive facilities and their suitability)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	Revision, adaptation and updating of the curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3	Determining the degree to which the expected learning outcomes have been achieved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.4	Assessment of qualifications of graduates of the MSc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Delivery of an opinion by external stakeholders</i>
Comments (Note any additional comments you may have on the criterion in total)					
10. Periodic External Evaluation and Certification of the MSc		YES	NO	N/A	COMMENTS
10.1	Progress Report of Academics. Unit for the MSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No. Cfi. (Papyrus) or date of month. e-mail submission to MODIP</i>
10.2	Degree of achievement of objectives for the improvement of the MSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Average Degree of Achievement of Goals</i>
Comments					

Decision Number & Date of Certification by HAEAE

(Note any additional comments you may have on the criterion in total)

B. OBSERVATIONS OF THE INTERNAL EVALUATION

The Quality Assurance Committee of the Aristotle University of Thessaloniki at the Meeting No. and having taken into account:

- The Academic Certification Standard of the Hellenic Chamber of Commerce
- The data of the OPESP of the HAEAE
- The Academic Statistics of the Academic Staff of the Aristotle University of Thessaloniki
- Course Outlines (M1)
- The evaluations of the courses and teachers of the Curriculum
- The Evaluation of Studies of the MSc
- The website of the MSP
- The previous Internal Evaluation Minutes of the MSP by MODIP
- The previous Certification Report of the Curriculum by the Hellenic Chamber of Commerce
- The Self-Evaluation Reports of the Self-Assessment of the Curriculum
- The documents of previous proposals for the Reform of aspects of the Curriculum
- Cooperation with those responsible for the Faculty of Arts and Sciences.

Made

in the Internal Evaluation of the Curriculum "....." of the Department and came to the following findings: Choose an item.

B1. FINDINGS

B1.1. POSITIVE POINTS/GOOD PRACTICES

In addition to the above, the positive points of the MSP are the following:

B.1.1.1

B.1.1.2		
<u>B1.2. WEAKNESSES</u>		
The following can be referred to as "weak points":		
B.1.2.1		
B.1.2.2		
<u>B1.3. PROPOSED PREVENTIVE/CORRECTIVE ACTIONS</u>		
In particular, the following are proposed:		
B.1.3.1		
B.1.3.2		
President:		
OMEA:		
Responsible Officer of MODIP:		
Competent member of the Quality Assurance Committee:		
Date:		
The President of the Quality Assurance Committee		The Secretary of the Quality Assurance Committee