Decision of the FIBAA Accreditation Committee for Programmes

101ᵗʰ Meeting on 25. November 2016

Project Number: 16/023
Higher Education Institution: Tomsk State University, Russia
Study Programme: Digital Humanities (Master)

The FIBAA Accreditation Committee for Programmes has taken the following decisions:

According to § 7 (2) in conjunction with § 10 (1) of the "Special Conditions for awarding the FIBAA Quality Seal for Programmes", the study programme is accredited.

Period of Accreditation: November 25ᵗʰ, 2016 until the end of winter semester 2021/22

The FIBAA Quality Seal is awarded.

Assessment Report

Higher Education Institution (HEI):
Tomsk State University

Master study programme:
Digital Humanities

Qualification awarded on completion:
 Master

General Information on the study programme

Brief description of the study programme:
The Master programme Digital Humanities prepares graduates from humanities and social sciences for the challenges the digital world offers. It helps graduates to develop digital competencies that will allow them to add digital dimensions to their own domain expertise. It aims to explicitly link these competencies to research questions, case studies and applications related to the domain expertise of the students. Graduates of this programme will be able to bring their own domain expertise to a significantly higher level of functionality, using digital tools and techniques. Building both on the expertise they obtained from the programme and their prior expertise in humanities or social sciences, graduates will be well positioned to open many new digital application areas to a much wider community. Moreover, those who wish to move to a professional profile involving more advanced digital competencies, will be well prepared to do so.

Type of study programme:
Master programme

Projected study time and number of ECTS points assigned to the study programme:
2 years, 120 ECTS points

Mode of study:
full-time

Didactic approach:
Study programme with obligatory class attendance

Double/Joint Degree programme:
no

Scope (planned number of parallel classes) and enrolment capacity:
One at a time, about 20 students

Programme cycle starts in:
winter semester

Initial start of the programme:
2010

Type of accreditation:
Initial accreditation

Procedure

A contract for the initial accreditation of the Digital Humanities (Master) was made between FIBAA and Tomsk State University on March 15th, 2016. On October, 14th, 2016, the HEI submitted a self-evaluation report, which included a detailed description of the programme and further documents in order to prove that the criteria for programme accreditation were met.

At the same time, FIBAA appointed a review panel. The HEI agreed with the chosen experts. The panel consisted of:

Prof. Dr. Tom Gross
University of Bamberg
Faculty of Information Systems and Applied Computer Sciences
Professor of Human-Computer Interaction

Prof. Dr. Tomas Kacerauskas
Vilnius Gediminas Technical University
Head of Department of Philosophy and Political Theory
Professor for Philosophy

Ass. Prof. Elena Vavilova
Plekhanov Russian University of Economics, Moscow
Head of the center for development and assessment of staff

Dr. Wolfgang Johannsen
IT´S OKAY - Governance in Practice, Bensheim
Managing Director

Alexander Zand
University of Koblenz-Landau
Student of Mathematics and Informatics (M.Ed.) Completed: Mathematics and Informatics (B.Ed.)

FIBAA project manager:
Ass.jur. Lars Weber

The assessment is based on the self-evaluation report, amended by further documents, requested by the panel, and a site visit. The site visit took place on October 20th/21st, 2016 at the HEI's premises in Tomsk. On end of the on-site visit the panel gave a short feedback on its first impressions to representatives of the HEI.

The assessment report based on this was delivered to the HEI for comment on November 3rd, 2016. The statement on the report was given up on November 10th, 2016; it has been taken into account in the report on hand.

Summary

The Master programme Digital Humanities offered by Tomsk State University fulfils the FIBAA quality requirements for master programmes and can be accredited by the Foundation for International Business Administration Accreditation (FIBAA) for five years starting on November 25th, 2016 until the end of winter semester 2021/22. The programme is in accordance with the national and the European Qualification Frameworks and the European Standards and Guidelines in their applicable version valid at the time of opening of the procedure, and with the Bologna declaration.

The panel members identified several areas where the programme could be further developed:
- Contents (see chapter 3.1);
- Internationality (see chapter 3.4);
- Faculty (see chapter 4.1);
- Facilities and equipment (see chapter 4.4).

The measures that the HEI takes in order to implement the recommendations of the panel members are to be considered during the re-accreditation.

There are numerous criteria in which the programme exceeds the quality requirements:
- Positioning of the study programme in the educational market (see chapter 1.3);
- Positioning of the study programme within the HEI's overall strategic concept (see chapter 1.3);
- Counselling for prospective students (see chapter 2);
- Selection procedure (see chapter 2);
- Transparency and documentation of admission procedure and decision (see chapter 2);
- Guest lecturers (see chapter 3.3);
- Student support by the faculty (see chapter 4.1);
- Process organisation and administrative support for students and faculty (see chapter 4.2);
- Programme description (see chapter 5).

For the overall assessment of the programme, please refer to the quality profile at the end of this report.

Information on the Institution

Founded in 1878, Tomsk State University (TSU) is the oldest University in the Asian part of Russia. In 2010 it was granted a status of the National Research University and in 2013 it became one of the 15 Universities whose programme of international competitiveness aimed at becoming one of the world's 100 top universities won the support of the Russian Government. In 2015 TSU was evaluated by an international panel as one of the four best HEI within this excellence initiative. TSU includes 23 institutes and faculties, 3 research institutes, a Scientific Library and a Siberian Botanical Garden. The total number of students in 2014/15 was 13,902, the number of Professors was over 500, the number of Associate Professors over 1,000.

Currently, TSU offers 165 master programmes in 49 areas. The Master programme Digital Humanities, since its launch in 2010 has been realised at the Department of Digital Humanities of the Faculty of Philosophy. As a TSU separate division, the Faculty of Philosophy has been functioning since 1987 and delivers teaching and research activities across seven departments: Philosophy and Methodology of Science; Ontology, Epistemology and Social Philosophy; Political Science; Sociology; Social Work; Digital Humanities. A wide range of subject fields makes it possible to cover the main schools of philosophical thought. The results of the faculty's research activities has developed into 7 Master programmes in 4 subject areas (Philosophy, Sociology, Social Work, and Political Science), notably Current Problems in Philosophy, Social Work with Families and Different Social Groups, Political Communication Studies, Sociology of Management, Sociolinguistics, Philosophy of Science and Technology, and the programme at hand "Digital Humanities".

Programme Description and Appraisal in Detail

1.   Objectives

1.1   Objectives of the study programme (Asterisk-Criterion)

The Master programme Digital Humanities prepares graduates from humanities and social sciences for the challenges the digital world offers. It helps graduates to develop digital competencies that will allow them to add digital dimensions to their own domain expertise. It aims to explicitly link these competencies to research questions, case studies and applications related to the domain expertise of the students. Graduates of this programme will be able to bring their own domain expertise to a significantly higher level of functionality, using digital tools and techniques. Building both on the expertise they obtained from the programme and their prior expertise in humanities or social sciences, graduates will be well placed to open many new digital applications to a much wider community. Moreover, those who wish to move to a professional profile involving more advanced digital competencies, are well prepared to do so.

The qualification objectives are:
- the development of theoretical knowledge of structure and state of modern society and place and role of human in it (from historical and philosophical, cultural, philological, and psychological perspectives);
- the enrichment of research tools of classical scholars by involving methods and means of computer sciences (e.g. data mining, mathematical statistics);
- the strengthening of practical skills in working with current software and hardware products to pro-cess the information at all stages of its lifecycle (retrieval, creation, processing and analysis, storage, visualisation and distribution).

The competencies acquired by the Master students shall correspond with the needs of the emerging fields of business activities, such as E-commerce, digital law, digital marketing, E-publishing, gamification, social robotics, and open the gate to new professions within the field of Digital Humanities (designer of domestic robots and robots for children, project-based learning specialist, game designer, coordinator of e-learning platform etc.)

According to TSU, the present-day job market requirements go far beyond fundamental knowledge covering readiness to work in and lead a multidisciplinary team and adapt to flexible working conditions and dynamic environment, especially in the field of digital technology where the product life-cycle is rather short. Therefore, one of the superior objectives of the study programme is to create conditions for personality development that can help the students to face and meet these challenges with skills for life-long learning, self-education and interdisciplinary thinking combined with sense of initiative and social competencies.

Appraisal:

The qualification objectives of the programme are well explained in relation to the target group of graduates from humanities and social sciences. TSU also described plausibly the targeted professional field and societal context of the interdisciplinary discipline of digital humanities. The objectives embrace academic proficiency (research), comprehensive employability (application), as well as the development of the individual student's personality. The programme takes into account the requirements of the Russian qualification framework and the objectives are appropriate for the Master level.

The panel appreciates very much the aim of linking the two fields of philosophy and social sciences with computer sciences and technology. Nonetheless, the panel states that the connection of both areas could even be enhanced. The fact that the discipline digital humanities is currently emerging and not yet determined gives TSU in the view of the panel the possibility to arrange the programme according to TSU`s peculiar understanding of the discipline. The possible links between both fields are numerous. Hence, the panel likes to encourage TSU to further shape the actual connection of philosophy and computer science and to elaborate in more detail on the high potential of synergies between the two fields in the programme.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
1.1* Objectives of the study programme (Asterisk Criterion)			X		

1.2 International orientation of the study programme design (Asterisk Criterion)

According to TSU the Master programme is designed to benefit the international employability of its graduates. The programme management keeps up with the international state of affairs in digital humanities and makes sure that the contents of the study programme correspond to the latest international trends in the subject field, namely involving mathematical methods for infor-mation analysis and digital tools for information processing and visualisation (e.g. social robotics, digital archives, e-learning, digitization of cultural heritage, SMM).

The didactical concept of the programme includes advanced teaching methods and strategies deriving from international experience of the faculty, notably individualised plans of study, project-based learning, problem-based learning, case study, interactive courses, integration of theory and practice in students' research work (applied research facing real-world problems).

The study programme explicitly promotes English language proficiency of the Master students in order to enable them to handle international tasks and work in a multicultural team. The course "Business English" is compulsory for all students. Besides, the courses "Foundation of Social Robotics", "Visualisation Culture and Technology" are partly taught in English. As follows from the course syllabi, almost every course unit stipulates for reading subject literature in English, and in most cases recommends to do a MOOC in English and/or attend public lectures of guest researchers.

Appraisal:

The programme design appropriately takes into account international aspects. The international content, the didactical approach and the English language courses/literature promote the graduates' employability in an international context.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
1.2* International orientation of the study programme design (Asterisk Criterion)			X		

1.3   Positioning of the study programme

The Master programme Digital Humanities is a unique product in the Russian education market. According to a marketing research conducted in 2015, there are no direct competitors that could challenge the TSU product either in structure or contents. Digital humanities is a rather new field of research and education that is only finding its way in the Russian education space. As Russian competitors can be mentioned: "Historical Informatics" in subject area "History" (Moscow State University) and "Applied Informatics for Arts and Humanities" (Siberian Federal University, Krasnoyarsk). Both programmes are of an applied nature and focused on application of digital technology to particular research fields. In contrast to the above mentioned programmes, the TSU programme puts emphasis on analytical skills, notably in the field of digitisation and its social effects from a philosophical, sociological, culturological, linguistic, historical and pedagogical point of view. Nevertheless, robotics and its social implications as well as gaming are integrated as fields of application. This multidisciplinary approach helps students to upgrade their research skills building on their basic higher education in Humanities.

The positioning of the study programme on the job market rests upon regular job market studies, making new contacts with prospective employers, and thoroughly examination of digital market and emerging technologies to get graduates prepared for the current and future challenges. Graduate employability derives from the acquired professional competencies and current market needs for analysts, researches well-grounded in information and communications technology, e-learning specialists and specialists able to create and support products of digital culture during the entire life-cycle. In this connection, the main types of graduates' professional activity are as follow:
- Analytical activity (incl. IT consulting, web analytics, examination of IT products on user-friendliness: user experience design (UX), user interface design (UI), information architecture (IA) etc.). The graduates execute the following tasks: UI design with in consideration of psychological, gender, age-specific and cultural characteristics of the target group; creating web-resources in the field of education, marketing and advertising, social issues and others; expert examination of IT products and the PIP (product introduction processes), including staff adaptation to the new software; information retrieval, structuring, analysis and visualization;
- project management in the social and cultural sphere (e.g. software conceptual design);
- social robotics (conceptual design, decorative appearance, integration in the social sphere, human-robot interaction analysis etc.);
- computer games and mobile application design (conceptual design, game design, UX, UI, IA, gamification technology in education);
- research and teaching activity (incl. e-learning, MOOCs etc.);
- museum activity (virtual reconstruction of cultural heritage objects, positioning and promotion of cultural heritage objects, introduction of virtual and augmented reality technology to the museum activities etc.)
- archiving (digital archives and data bases);
- communication (web marketing and advertising).

TSU`s strategic concept for 2013 – 2020 aims at gaining higher international competitiveness and entering the elite group of world's top 100 universities. It sees one of its missions in representing Russia in the global academic space and integrating its academic potential with that of the leading Russian and foreign centres of higher education and science. Developing fundamental and applied research is one of TSU's strategic priorities, with social and humanitarian knowledge and technologies singled out as one the five axes of University's development. International studies are explicitly mentioned as one of the priority areas for TSU's internationalisation. The study programme Digital Humanities is apparently integrated

in the TSU strategic concept, namely in the strategic initiative Nr. 1 "Pool of study programmes providing international competitiveness", task number 1.1. Introduction of new educational programmes and innovative technology notable for their high quality, high attractiveness, demand for graduates, including those developed in cooperation with leading national and international universities and research institutes.

Appraisal:

The university has thoroughly examined the educational market and used the results in establishing its own unique and competitive profile. Both other Russian study programmes in the field of digital humanities have a different focus. Hence, the Master programme has a unique position in the Russian education market.

The stated qualification objectives regarding the graduates` qualifications for the job market are convincingly presented. The future fields of employment are explained in detail and plausibly set forth.

Furthermore, the Master programme is convincingly integrated into TSU`s overall strategic concept of the next years. The programme's qualification goals and profile regarding internationality, innovation and competitiveness are matching exactly with TSU`s future plans.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
1.3 Positioning of the study programme					
1.3.1 Positioning of the study programme in the educational market	X				
1.3.2 Positioning of the study programme on the job market for graduates ("Employability")			X		
1.3.3 Positioning of the study programme within the HEI's overall strategic concept	X				

2.   Admission

An applicant must have a state diploma of higher education. An applicant must have competencies, skills and knowledge that allow him/her to master the competencies in philosophy and the humanities associated with current issues in information society studies. English language proficiency equivalent to B1 level or higher according to the CEFR is required in order to ensure the effective participation in courses taught in English. Certificates attesting English language proficiency must be enclosed to the applicant's portfolio.

An entrance examination consists of writing an essay, an oral examination and an interview on the qualification profile both administered by TSU Attestation Commission of the Department of Digital Humanities. The entrance exam embraces theoretical questions in the Philosophy with the aim to:
- test applicant's basic knowledge of philosophy (ontology and cognition, logic, social philosophy, history of Russian and international philosophy);
- define the level of applicant's practical experience in working with the objects and phenomena of digital culture;
- test applicant's working knowledge of the specifics of information society as the sphere of future professional activity.

Information on subjects of essays and the exam content are published on the website of the study programme. Applicants can participate in the entrance test in person at the facilities of TSU or via internet (MOODLE, Skype). In case of physical disabilities and health impairments of applicants their mental and physical development, individual abilities, and health status are taken into account.

According to the results of the entrance exams, the Attestation Commission forms a protocol of entrance (attestation) exams. Following this protocol, the Commission forms rating lists of applicants and publishes them on the website of the Admission Committee of TSU. Rating lists contain the information on each student's total sum of points as well as provide the information on points awarded for each test. The maximum for the answer to each question is 50 points (in total 100 points). Rating lists are formed in the following way:
- in descending order of a total number of points;
- if the results of applicants are equal – in descending order of points in every examination part in accordance with the priority of entrance examinations set by the university.

Applicants are admitted according to the rating list that is filled from the top towards the bottom until it is completed. If an applicant does not have enough points to study on state-funded basis, they can be admitted to the programme on the commercial basis. Minimum threshold in this case is 80 points.

Abstract of the programme, its contents, qualification requirements, career prospects, and information on the entrance exam are available on the website of the Department of Digital Humanities. Besides, the website provides the information on Master programme's management, their tutorial hours and contacts (incl. e-mail, social networks, skype etc.). Tutorial services include: specific organisational conditions of entrance; information support for applicants for the master's programme; substantial counseling. There is also an online form that allows to contact the programme manager and submit an application quickly and around the clock. The study programme is presented in the TSU Admission office which works from 9 a.m. to 5 p.m. every day but Sunday. Working hours on Saturday: 9 a.m. – 1 p.m. Entrance examination counseling (F.A.Q.s and briefing) is provided face-to-face and with the use of distance learning technologies (webinar).

The entrance examination schedule is published in advance both on the website of the Department of Digital Humanities and on the TSU website for prospective students. The Attestation Commission openly announces the decision on the mark via TSU website for prospective students. The results of the exam and interview are announced at the end of the entrance examination and are published on the website of the Admission Office of TSU. Those who want to know the reasons they failed should apply to the Appeal Committee to have a look at the protocol of the meeting of the Attestation Commission.

Appraisal:

The admission requirements are defined and comprehensible. They are fully in line with formal Russian regulations for the entrance to Master programmes. The required language proficiency level of English language (level B1) ensure that students are able to successfully complete the study programme with regard to foreign language content and literature.

The selection procedure with the entrance test is explained in detail on the University`s website. In the view of the panel the procedure was developed on the basis of the study programme's objectives. The requirements are regularly revised and always up to date. Therefore, the panel has no doubts that the selection procedure ensures that qualified students are admitted.

Applicants can directly turn to student counselling services of TSU and the Department of Digital Humanities for clarification of individual questions. TSU ensures a constant availability for prospective students and reacts quickly to incoming enquiries. The counselling options (office hours, telephone, e-mail, webinars) are based on the target group's needs.

The admission procedure is described and documented in binding regulations and accessible on-site and on the University's website. The admission decision is based on transparent criteria and is published on the website. If interested, applicants can examine the protocols of their tests for detailed information.

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
2.1*	Admission requirements (Asterisk Criterion)			X		
2.2	Counselling for prospective students		X			
2.3*	Selection procedure (if relevant)		X			
2.4(*)	Professional experience (if relevant; Asterisk Criterion for master programmes that require professional experience)					X
2.5*	Ensuring foreign language proficiency (Asterisk Criterion)			X		
2.6*	Transparency and documentation of admission procedure and decision (Asterisk Criterion)		X			

3 Contents, structure and didactical concept of the programme

3.1 Contents

The contents of the Master programme Digital Humanities can be divided into three different parts:

1.) Theoretical-methodological content:
These disciplines shape a methodological foundation of the programme. They contain theoretical knowledge about the structure and the state of modern society, the human role in the digital age (from historical, philosophical, culturological, philological and psychological perspectives) on the basis of which the specialised professional knowledge and skills are developed. The system approach to the informatisation implying understanding of the backgrounds and possible outcomes of the process enables graduates to propose not only local solutions but also problem-solving strategies. Systems thinking competence makes the graduates flexible and capable of working with dynamic technology and markets. Course examples are Current Problems in Philosophy, Philosophy of Science and Technology, or Modern Communication Theories.

2.) Methodological content (information processing methods):
Beginning with the second academic year students study different methods and approaches for information retrieval, processing and presentation, including methods and tools of computer science (intellectual data processing, mathematical statistics etc.). The disciplines are compulsory electives and are included in the student's individual study plan, if they are needed by his/her professional interests or research design of the master's thesis. Course examples are Content Analysis in Humanities, Statistical Methods in Humanities or Mathematics and Foundations of Programming.

3.) Practical content (digital tools):
These courses are compulsory electives as well studied in the 2nd and 3rd semesters and enhance student's IT skills. Course examples are Web Programming and Web Design, Digital Preservation and Promotion Technology for Cultural Heritage or Foundations of 3D Modelling.

The programme description Digital Humanities became established among international study programmes at the intersection of computing and the disciplines of the humanities. According to TSU the description is fully in line with the intended qualification objectives combining digital competencies for humanities and theoretical knowledge about the information society and digitisation. The study programme follows the requirements of the Russian state standard of higher education for master programmes in the subject area "Philosophy" as well as the requirements of the European Standards for Master degrees.

The following table shows the curriculum of the Master programme:

Modul No.	Title of Module / Course Unit	Credit Points per Semester*				Workload		Method of Teaching	Form and Duration of Examinations**	weight of exam related to final grade
		1.	2.	3.	4.	Hours in Class	Hours Self-Study	i.e. lecture course, seminar		
	1st Semester									
M.1	**Disciplines**	27								27/120
B.1.1.	E-Learning in Higher Education	3				36	72	L / S	Practical Exercises / Project Presentation	
B.1.2.	Theory and Practice of Argumentation	2				24	48	L / S	Written Test / Oral Examination	
B.1.4.	Philosophy of Science and Technology	2				24	48	L / S	Project Work / Seminar participation	
B.1.6.	Information Technologies in Education and Science	2				24	48	T	Practical Exercises	
C.1.2.	Business English	2				24	48	T	Practical Exercises / Written Tests / Final Test	
C.1.3.	Information Society: Theory and Practice	2				24	48	L / S	Practical Exercises / Project Presentation	
C.1.6.	Foundations of Social Robotics	4				48	96	L / T	Written Test / Group Presentation / Peer-to-Peer Exercise / Lab Work / Project Work / Oral Examination	
C.1.7.	IT Project Management	2				24	48	L / S / T	Written Test / Oral Examination / Project Presentation	
C.1.8.	Information Management	3				36	72	L / S / T	Written Test / Practical Exercises	
	Optional Disciplines	5								
C.1.9.	New Media Art and Culture	2				24	48	L / S	Practical Exercises / Oral Examination	
C.1.10.	Human Being as Philosophical Problem	2				24	48	L / S	Written Test / Oral Examination / Project Presentation	
C.1.11.	Cultural and Anthropological Aspects of Informatization	2				24	48	L / S	Practical Exercises / Project Presentation	

C.1.23.	Mathematics and Foundations of Programming	3			36	72	L / T	Written Assignments / Lab Work / Final Written Test / Project Work	
C.1.24.	Theory and Practice of Information Storage and Retrieval	3			36	72	L / T	Practical Exercises / Project Presentation	
M.2	**Practical Training**	**3**							**3/120**
C.2.1	Research Seminar	3				108	S / PT / SS	Colloquium / Presentation / Conference Paper / Research Paper	

2ⁿᵈ Semester

M.1	**Disciplines**	**20**						**20/120**
B.1.3.	Current Problems in Philosophy	3			36	72	L / S	Classroom Participation / Oral Examination	
B.1.5.	Modern Communication Theories	3			36	72	L / S	Written Test / Case Solution / Project Presentation / Oral Examination	
C.1.2.	Business English	2			24	48	T	Practical Exercises / Written Assignments / Written Test	
C.1.4.	Theory and Practice of Virtual Reality and Artificial Intelligence	2			24	48	L / S / T	Written Tests / Oral Examination / Project Presentation	
C.1.5.	Linguistic and Cognitive Aspects of Computer Modelling	2			24	48	L / S	Written Tests and Assignments / Practical Exercises / Oral Examination	
	Optional Disciplines	**8**							
C.1.12.	Web Marketing and Advertising	3			36	72	L / T	Written Test / Practical Exercises / Project Presentation	
C.1.13.	Visual Semiotics and Design	3			36	72	L / T	Practical Exercises / Written Assignment / Project Presentation	
C.1.14.	Web Programming and Web Design	3			36	72	T	Practical Exercises / Written Assignment / Project Presentation	
C.1.17.	Foundations of 3D Modelling	3			36	72	T	Practical Exercises / Written Assignment / Project Presentation	
C.1.18.	Digital Animation and Visual Processing	3			36	72	T	Practical Exercises / Written Assignment / Project Presentation	
C.1.19.	Computer Graphic Design	3			36	72	T	Practical Exercises / Project Presentation	

C.1.20.	Statistical Methods in Humanities		2			24	48	L / T	Classroom Participation / Practical Exercises / Project Presentation	
C.1.21.	Content Analysis in Humanities		2			24	48	L / T	Written Test / Lab Work / Research Project Presentation	
C.1.22.	Multimedia Information Retrieval		2			24	48	L / T	Classroom Participation / Practical Exercises / Project Presentation	
M.2	**Practical Training**		**10**							**10/120**
C.2.1.	Research Seminar		5				180	S / PT / SS	Colloquium / Presentation / Conference Paper / Research Paper	
C.2.3.	Research Project****		5				180	L / PT / SS	Scientific Supervisor Reference / Research Report / Poster Presentation of Research Findings	

3rd Semester

M.1	**Disciplines**		**13**							**13/120**
B.1.3.	Current Problems in Philosophy		4			48	96	L / S	Classroom Participation / Project Presentation	
C.1.1.	History and Methodology of Science		2			24	48	L / S	Classroom Participation / Written Tests / Course Essay / Oral Examination	
C.1.4.	Theory and Practice of Virtual Reality and Artificial Intelligence		2			24	48	L / T	Written Tests / Project Presentation	
	Optional Disciplines		**5**							
C.1.15.	Cultural Framing of Video Games		3			36	72	L / T	Practical Exercises / Final Written Test / Project Presentation	
C.1.16.	Digital Preservation and Promotion Technology for Cultural Heritage		3			36	72	L / T	Group Discussion / Creative Assignment / Oral Examination / Project Output	
C.1.25.	Information and Information Security		2			24	48	L / T	Written Assignments / Lab Work / Written Test	
C.1.26.	Visualization Culture and Technology		2			24	48	L / T	Written Test / Practical Exercises / Project Presentation	
C.1.27.	Copywriting		2			24	48	L / T	Written Test / Practical Exercises / Project Presentation	
M.2	**Practical Training**		**17**							**17/120**
C.2.1.	Resarch Seminar		8				288	S / PT / SS	Colloquium / Presentation / Conference Paper / Research Paper	
C.2.4.	Teaching Practice		9				324	T / SS	Individual Performance Plan / Written Report on Practice / Poster Presentation of Practice Results	

	4th Semester								
M.2	**Practical Training**			24					24/120
C.2.1.	Research Seminar			6		202	S / PT / SS	Colloquium / Presentation / Conference Paper / Research Paper	
C.2.2.	Pre-Graduation Pracitice			14		504	L / PT / SS	Individual Performance Plan / Report on Practice	
C.2.3.	Research Project			4		144	L / PT / SS	Scientific Supervisor Reference / Research Report / Poster Presentation of Research Findings	
M.3	**Final State Examination*****			6					6/120
B.3.1.	Preparation and Defence of Master's Thesis			6		216			
Total****:**		30	30	30	30	720	3600		

L: *Lecture*

S: *Seminar*

T: *Tutorial*

PT: *Personal tutorial*

SS: *Self-study*

Notes:

* According to the Russian legislation, 1 Credit Point amounts to 36 academic hours; 1 academic hour is 45 minutes.

** All the examinations are divided into two assessment levels: ordinary tests, which are assessed with passed/not passed, and examinations proper assessed in compliance with

the Russian five-grade scale. All the course units with workload of 1-2 CP end in a test, while for course units with 3 CP and over an examination is provided.

Practical trainings are assessed using a five-grade scale. Please refer to the Course Handbook (5.3) for grading procedure and methods of assessment in each case.

*** Optional course units are a component part of the Module M1 "Disciplines" and are devided into groups of two/three. In each case students have to choose at least one of two/three

    to complete the module.

**** Research project is independent scientific work on an individual research project that is presented at the end of study as a Master's Thesis. Research is carried out according to a student's

 individual research plan under supervision of a member of the academic staff. Research training is distributed over three semesters to ensure that students stay focused on the subject

during the whole period of study and accomplish their projects in proper time as well as to favour students' mobility.

***** According to the Federal State Educational Standard, 6 credit points should be allocated to the preparation for and the oral defence of the Master's Thesis as well as to

final state examination, if applicable.

****** The calculation of total credit hours proceeds from the cumpulsory courses (blue line) and the minimum set of optional courses (yellow line).

Almost every course consists of both theoretical and practical parts that either alternate with or go after each other. The integration of theory and practice is often manifested in the course titles, e.g. Theory and Practice of Virtual Reality and Artificial Intelligence, Cultural Framing of Video Games, Information Society: Theory and Practice, etc. Furthermore, cross-disciplinary advanced teaching methods are used (notably project-based, problem-based learning and cases from professional practice) that make students facing the real world challenges and cases from professional practice. Programmes of practical training that are mainly distributed can be undergone in the form of projects realised in cooperation with TSU subdivisions or business enterprises.

According to TSU, the study programme Digital Humanities is interdisciplinary by nature since its qualification objectives and contents are set at the intersection of a number of humanities (philosophy, philology, history, sociology) and computer science disciplines (mathematical statistics, information security etc.). Ethical aspects of the research activity are communicated by scientific supervisors and research seminar instructors who give Master students an understanding of the professional and social responsibility of scientists and different social roles they play: researcher, author, expert, teacher, consultant, science populariser. During the Research Seminar the ethical norms and codes of conduct are communicated to the students. The specialised ethical and legal aspects (e.g. personal information security) are communicated by instructors in the courses Information Management, "Information and Information Security, and IT Project Management.

Research activity is the main type of professional activity the graduates are trained for. The acquisition of methodological competences is achieved by:
- the theoretical-methodological courses that teach students general scientific methods and the foundations of social and cultural processes connected with the digitisation;
- the methodological courses that impart students with digital skills for information retrieval, processing, systematisation, storage and visualisation;
- the Research Seminar in the 2nd academic year;
- the participation in national and international scientific conferences with poster presentations, and publishing the research results TSU`s own journal "Digital Humanities Journal" as well as in other peer-reviewed journals.

The assessment procedure to check if the students achieve the learning outcomes of each course includes: running control (class attendance, active seminar participation, answering control questions, interim tests and assignments, practical exercises, individual and group presentations) and final assessment (written test, oral examination, interview, case solution, project work presentation). Each discipline is provided with formal requirements and assessment criteria, the so called "collection of assessment tools" (prescribed by the Russian state standard) for running and final control of students' performance. Methods of assessment and grading procedure are communicated to students by the instructor at the very beginning of the course and can be found in the syllabi. The study programme manager verifies the correspondence of the assessment methods to the intended learning outcomes.

According to the Russian State Educational Standard of Higher Education (FGOS), the Master thesis is the final qualifying paper of the programme. Subjects of Master theses are determined by supervisors among the academic staff, (while drafting external advisors from business is welcomed) and approved by the Department of Digital Humanities.

Appraisal:

The curriculum takes the qualification objectives of the study programme adequately into account. The contents of the programme are interdisciplinary by reflecting both fields of philosophy/social sciences and computer science/technology. Compulsory elective courses

enable students to acquire competences and skills according to their individual interests. Regarding the theoretical part the panel, based on the course handbook, came to the conclusion that the content of philosophy could be increased. In the talk rounds during the on-site visit TSU illustrated comprehensively the dealing with philosophical issues in the programme. According to this the panel recommends revising the relevant course syllabi and describe the philosophical content and learning outcomes more precisely.

Like the panel described in the chapter 1.1 "objectives", the connection of philosophy/social sciences and computer science/technology could be enhanced. Both parts are clearly represented in the programme in various courses. Hence, it is ensured that the students receive the knowledge and skills of both fields to explore the interface of both disciplines. But in the view of the panel TSU could be even clearer when describing which exact links of both areas are intended. This would also help to make the unique synergies cleared and could also help to point out why some parts of philosophy and of computer science are not covered (and do not need to be covered). The possibilities and applications are manifold. So, the panel likes to encourage TSU to define its specific understanding of digital humanities and to further continue the development of the Master programme.

The programme description Digital Humanities and the Master degree correspond to the contents of the curriculum and the programme objectives. Theoretical discourse (especially in the courses of philosophy) and practical application are combined in several courses and promote the developing of the students' qualification profile. Ethical implications (regarding research as well as regarding the subjects, e.g. Roboethics in the course Foundation of Social Robotics) are appropriately communicated.

Via the Research Seminar and the methodological courses with different approaches the students acquire methodological competences and are enabled to do scientific work on the required Master level. The panel has seen a variety of assessments, e.g.: written tests, project papers) as well as Master theses. The level of performance in examinations and the theses are aligned with the learning outcomes of the courses in terms of form and content. The requirements are in line with the level necessary to attain the Master qualification. However, it is striking that the grades for the theses were all very good. This might be because the number of students is rather small so the contact between students and theses supervisors is intense. Nonetheless, the panel recommends revising the grading policy with regard to the Master theses.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.1 Contents					
3.1.1* Logic and conceptual coherence (Asterisk Criterion)			X		
3.1.2* Rationale for degree and programme name (Asterisk Criterion)			X		
3.1.3* Integration of theory and practice (Asterisk Criterion)			X		
3.1.4 Interdisciplinary thinking			X		
3.1.5 Ethical aspects			X		
3.1.6* Methods and scientific practice (Asterisk Criterion)			X		
3.1.7* Examination and final thesis (Asterisk Criterion)			X		

3.2   Structure

Projected study time	2 years
Number of ECTS points	120 ECTS points
Workload per ECTS point	36 academic hours (27 time hours)
Number of modules	3
Time required for processing the final thesis and awarded ECTS points	• Research seminar: 22 ECTS points • Pre-Graduation practice: 14 ECTS points • Final state examination: 6 ECTS points Total: 42 ECTS points
Number of contact hours	720 academic hours

As for the application of the European Credit Transfer and Accumulation System (ECTS), the main elements of the ECTS-system have been used: the implementation of ECTS points and characteristics of the educational workload. A Diploma Supplements has been introduced as well. ECTS points are assigned to all main types of educational work of a student.

All courses have been described in course syllabi enclosing learning outcomes and acquired competencies of the subject, contents, examination forms, and a list of obligatory and recommended literature. The mastering of each specific course is usually terminated by an examination.

Requirements for the volume and structure of the programme are defined in the document 'Basic Educational Programme of Higher Professional Education, subject area 47.04.01 Profile "Digital Humanities", Master's Degree'. The rules of the admission procedure are defined in the 'Tomsk State University – Admission Rules'. The 'Regulations on Intermediate Attestation of TSU students'. In the document "The Regulations on Intermediate Attestation of TSU students", amongst others, credit transfer is regulated. The transfer is possible, if there are no substantial differences between the competences of the periods of study completed at other HEI and the competences of the relevant parts of the given TSU programme's curriculum. The burden of proof lies with TSU.

The students' weekly total workload in the programme does not exceed 54 academic hours (40,5 time hours) including all kinds of classroom and extracurricular (independent) work. On average, their weekly in-class workload (lectures and seminars, excluding tutorials, exams and credit tests) is 18 academic hours. The regressive in-class workload leaves greater time for research and practical training. Student counselling is provided weekly by every faculty member teaching under the programme. The Programme Coordinator provides student counselling daily for two hours.

The estimated workload is checked systematically through evaluation of factual student workload using questionnaires to be completed by students during every semester (see also chapter 5). On the ground of the data collected and processed twice a semester the average workload of a regular student per course including class and self-study hours is calculated and if necessary the content/learning outcomes or the ECTS-Points are adjusted.

TSU, in compliance with the federal legislation, guarantees gender equality and non-discrimination for all its students. Actually the amount of female students exceeds the amount of male students since the first cohort in 2008). In accordance with clause 79 of the Federal Law on Education of December 29, 2012, TSU provides special conditions for students with

disabilities, including individual plans of studies and individual formats of examinations. Foreign students get particular assistance by individual "tutors" from among volunteering "native" students. These tutors are appointed to help the foreign students with studies and practicalities of adjusting to life in Tomsk.

Appraisal:

The programme consists of courses and assigns ECTS points per course on the basis of the necessary student workload. The programme structure with its uniform distribution of ECTS points over the four semesters helps students to reach the defined learning outcomes. The study programme is designed in a way that students' mobility is ensured. The course syllabi provide detailed descriptions of intended learning outcomes and information according to the ECTS Users' Guide (e.g. type and level of course unit, number of ECTS points, name of lecturer, assessment methods, literature recommendations, etc.).

The regulations relevant for the programme are legally binding and contain all necessary rules including the admission requirements. They take into account the national Russian requirements. The recognition of successful study periods at other HEIs is regulated in accordance with the Lisbon Convention. Due to the fact that in the Russian higher education system a final grade is not intended, a relative grading according ECTS is not possible.

The feasibility of the study programme's workload is ensured:
- by a suitable curriculum design,
- by a plausible calculation of workload (which is checked regularly via course evaluation),
- by an adequate number and frequency of examinations following the principle of continuous assessment, see chapter 3.1), and
- by appropriate support services as well as academic and general student counselling.

TSU ensures gender equality and non-discrimination. Students with disabilities are provided with affirmative actions concerning time and formal standards/requirements throughout the programme and examinations. Students in special circumstances, such as foreign students, are particularly assisted.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.2 Structure					
3.2.1* Modular structure of the study programme (Asterisk Criterion)			X		
3.2.2* Study and exam regulations (Asterisk Criterion)			X		
3.2.3* Feasibility of study workload (Asterisk Criterion)			X		
3.2.4 Equality of opportunity			X		

3.3 Didactical concept

The didactical concept contains a number of advanced teaching technologies used by instructors to reach the intended learning outcomes of the courses, notably:
- Problem-based learning – the conception follows humanitarian and technological aspects by designing creative learning tasks that enhance sensibility of cognitive processes and enhance common activities of students. Cognitive activity is oriented to

transitions from concrete to abstract, from fact to hypothesis, from unknown to known, to test on practice, from abstract again to facts.

- Project-based learning – the conception reflects ideas of humanistic approach in education and presupposes joint solutions of problems with the application of necessary knowledge from different fields (in group and individual projects).
- Case method – learning material is delivered in form of micro-problems, and knowledge is acquired due to students' active research and creative activity in designing a solution to a real world "case".
- Learning through discussion – as a form of learning organisation and as a means of work with the content of learning material, therefore, its essence is referred either to direct result – development of critical thinking, or "indirect result" – formation of the culture of communication and discussion. Discussion is considered one of the important forms of educational activity that enhances students' initiative and develops their reflexive potential.
- E-learning – computer-aided method for delivering a part or the entire course contents out of the classroom. The e-learning technology is used by almost every instructor of the programme within the TSU MOODLE-based LMS system "Electronic University". The e-learning helps students to individualise their studies and to develop their soft competencies and ability for self-education preparing them for a career in the digital age. The infrastructure in terms of providing access to e-learning environment is being actively and continuously improved.

The Master programme is provided with teaching and learning material and organisational documentation for all disciplines (syllabi, teaching and learning material for independent work, methodological materials, electronic courses, etc.). Students are offered with electronic courses based on the platform "Moodle" that serve as teaching and learning material for independent work. Students' independent work is designed for extended studies of the experience in solving research and practical tasks. All lecturers actively use presentations, the internet and other electronic resources in teaching. They draw students' attention and increase the effectiveness of lessons. The update and availability of course materials for master's students is provided by:

- Annual updates of the recommended literature in the Course Handbook (to comply with the state standard clause of 5 year relevance);
- If a particular textbook or scientific paper needed is not available, the Scientific Library buys in on the Department's demand;
- Deployment of all the necessary teaching materials within the TSU MOODLE system, including scientific articles, video files, PowerPoint presentations, assessment tools, MOOCs.

Since the study programme Digital Humanities is of interdisciplinary nature and aims at imparting a rather big number of practical skills from various spheres of ICT application. Hence, TSU states, that the programmes realisation without drafting guest lectures having practical experience with ICT and cutting-edge technology would be inconceivable. Therefore, external Russian and international experts are invited to deliver a whole course or particular modules and topics. In the last semesters the following persons where invited as guest lecturers: Transnational coordinator & Director of the Department for International Cooperation, Folkuniversitetet, Sweden; Professor and Chair in Digital Humanities at Western Sydney University, Australia; Prof. at Moscow State University, president of the association "History and Computer", board member of the International Association for Economic History; Director of the "Avaj" company; Director of the consulting agency "Prof-IT", Russia.

Within the project "Student tutorship" experienced students provide training in English for poorly performing group mates.

Appraisal:

The didactical concept of the study programme is described, plausible, and oriented towards the programme objectives. It allows for the application of different teaching and learning methods, such as case studies or practical projects. E-learning is an important aspect of the teaching methodology as well. The e-learning system based on MOODLE is state of the art and is being continuously being improved. TSU uses various teaching methods for distance learning activities in the programme. This also reflects the objectives and the digital approach of the programmes content. Altogether, the students are encouraged to take an active role in creating the learning process and making various contributions (e.g., videos of students' presentations).

The accompanying course materials are oriented towards the intended learning outcomes and correspond to the required Master level. They are up to date and digitally accessible for the students. They are user-friendly and encourage students to engage in further independent studies. The distance learning materials are well-designed and neatly reproduced according to the needs of the users.

Guest lecturers are regularly invited to participate in the programme. Their contribution forms an integral part of the programme's didactical concept. They come from Higher Education Institutions as well as from companies. The guest lecturers clearly help to enhance the students' chances of employment thanks to the profound insights they gain.

Student assistants are involved in teaching regarding the mandatory language course Business English.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.3 Didactical concept					
3.3.1* Logic and plausibility of the didactical concept (Asterisk Criterion)			X		
3.3.2* Course materials (Asterisk Criterion)			X		
3.3.3 Guest lecturers		X			
3.3.4 Lecturing tutors			X		

3.4 Internationality

TSU states that in connection with the international orientation of the study programme Digital Humanities, acquiring intercultural competencies and skills is at the core of the programme's learning objectives:

- When developing the Curriculum, the best practices of comparable study programmes from Oxford, Cambridge, King's College, Australian National University, and Maastricht were taken into consideration.
- The results of international research projects (e.g. Expanding the quality 'spirit' of VET (Q &VET) (2013-2016); InterPARES Trust (2016-2018)) underlie many curricular course contents.

- The teaching methods intercultural competencies, such as PBL and case studies, peer-to-peer group work, are used by many instructors.
- International subject literature in English is used in the classes.
- Courses like Visual Semiotics and Design, Digital Animation and Visual Processing or Visualisation Culture and Technology are generally not referring on specific countries or regions. International aspects are therefore included in most of the programme`s courses.

Until now, the students in the programme came from different parts of Russia and from Kazakhstan. However, the programme management welcomes and promotes extended the internationality of the student body. To enable the students in the programme to connect with international students the Digital Humanities programme participates in popular international science projects like "Digital Humanities School" that started in 2016. In this project, the students worked with students from Belarus, Ukraine, Kazakhstan, and China. To make the programme more interesting for foreign applicants, entrance examination via teleconference and internet has been introduced (see chapter 2).

Nearly all faculty in the programme consists of teachers of Russian citizenship and permanent residence in Russia. This corresponds with the typical situation of Russian universities and the high barriers for foreigners to settle in the Russian Federation. Nonetheless, TSU already started in 2014 the implementation of a systematic basis to employ foreign nationals as faculty (e.g. via partnership agreements with 30 foreign universities relevant for the study programme Digital Humanities). However, most of the faculty teaching in the programme have international academic and professional experience.

Because the internationalisation of the faculty is one of the core development objectives for the study programme to keep up on market leaders, upgrade the quality of research and become more attractive for prospective students from abroad. To this effect, the following measures are taken:
- regular invitation of international researches in Digital Humanities for counselling and holding lectures and workshops for master's students, for example lecturers from Sweden, Australia, and Brazil);
- participation of the faculty in international research projects, notably Expanding the quality 'spirit' of VET (Q &VET) (2013-2016); InterPARES Trust (2016-2018);
- presentation of the faculty's research on international conferences and organisation of international conferences in Digital Humanities at TSU;
- regular professional development trainings for the faculty in English and international teaching methods. For example, in 2016 the two Department's staff members visited the colleges in Maastricht for sharing know-how in problem-based learning.

Almost every course unit stipulates for reading subject literature in English, and students are strongly encouraged to make international MOOCs and attend public lectures and workshops in English delivered by guest researchers at TSU. To develop students' English language proficiency, the curriculum is provided with a compulsory course in Business English with a workload of 144 academic hours including 48 contact hours distributed over the first two semesters. In addition, some courses are partly taught in English and include practical exercises to be done in English (e.g. "Foundation of Social Robotics", "Visualisation Culture and Technology"). Beginning with 2016/17 an extracurricular course "Linguistic communication training" is offered to Master students.

Appraisal:

International contents are an integral part of the curriculum. The subject digital humanities is a subject that is per se applicable in an international context. The international contents as well

as the intercultural aspects are preparing the programme`s graduates for the challenges in an international context..

Until now, enroled international students are from just one other country (Kazakhstan). In the view of the panel, the teaching language Russian makes it difficult to attract foreign students. TSU reacts on this situation by involving the students in international projects to provide possibilities of international and intercultural exchange between students. Hence, the measures taken to promote internationality are goal-oriented.

The faculty does not include foreign teachers. Nevertheless, the Russian lecturers have good experience in teaching abroad and/or working in an international context to promote the acquisition of international competences and skills. The panel appreciates the activities of TSU regarding invited guest lecturers from abroad.

Required foreign language materials correspond with the qualification objectives of the study programme. However, the proportion of foreign language courses is rather small. The panel recommends increasing the percentage of English language courses. This would benefit the Russian students' international employability and enhance the possibilities for foreign students to participate in the programme (e.g. as exchange students).

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.4 Internationality					
3.4.1* International contents and intercultural aspects (Asterisk Criterion)			X		
3.4.2 Internationality of the student body			X		
3.4.3 Internationality of faculty			X		
3.4.4 Foreign language contents			X		

3.5 Multidisciplinary competences and skills (Asterisk Criterion)

The advanced teaching methods and technology (interactive lectures, case studies, project-based learning and problem-based learning) assist students in developing multifunctional competencies (sense of initiative, creative thinking, teamwork skills, self-development and life-long learning competencies) that help them to enter the professional community easily and quickly.

Acquiring communication and public-speaking skills is an integral part of teaching all the disciplines of the programme. Seminars, public presentations, discussions, or project work are widely used in teaching. Students are strongly encouraged to make presentations at academic conferences, and for the successful defense of a final thesis strong public speaking skills are trained during the programme. As many of in-class activities are performed in teams or small groups, the development of cooperation and conflict-handling skills is stimulated.

Appraisal:

Through various methods the students acquire communication and public-speaking skills as well as cooperation and conflict handling skills in the study programme. This is documented in the course syllabi and corresponds with the didactical concept of TSU (see chapter 3.3).

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.5* Multidisciplinary competences and skills (Asterisk Criterion)			X		

3.6 Skills for employment / Employability (Asterisk Criterion)

The programme promotes students' skills for employment by a number of measures integrated into the programme concept:
- modernisation of the curricular structure and contents in consideration of the latest research results in the field of digital humanities or technological break-through, as well as feedback got from the students, faculty and alumni and ideas articulated by partner organisations and real sector enterprises upon completion of joint project or students' practical trainings;
- multifunctional competencies and life-learning competencies that enable graduates to adapt easily to emerging technologies and anticipate the technological change;
- integration of theory and practice throughout the curriculum;
- project-based practical trainings;
- drafting representatives from business enterprises as guest lecturers;
- inviting alumni to make workshops and career counselling for Master students;
- cooperation with the TSU Career Centre providing counselling services and job market studies;
- within the area of analytic activities, the programme promotes the students' skills of doing analytic work individually or in groups on the basis of original information, including the information from foreign sources, of supervising research, and of establishing networks.

Appraisal:

The promotion of employability – for instance through the integration of theory and practice and through the promotion of multidisciplinary competences and skills – runs as a common thread of the study programme through all its modules.

The promotion of employability, given by the application orientation of the programme, the training of research and of soft skills, the international orientation, runs as a common thread of the study programme through all its courses. The panel is in no doubt that graduates of the programme will be employable in the described work fields.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.6* Skills for employment / Employability (Asterisk Criterion)			X		

4 Academic environment and framework conditions

4.1 Faculty

The study programme Digital Humanities is realised by 13 TSU staff members, which makes up 60% of the instructors, and nine external experts involved due to their professional or outstanding research experience. 15 lecturers hold PhD/doctoral degrees. The others hold Master or specialised degrees. The faculty's academic qualification is underlined by their international experience and scientific publications listed in their CVs and participation in research projects corresponding with the graduates' qualification profile.

The pedagogical and didactical qualification of the faculty correspond to the requirements of the Federal state standard for the study programme. TSU verifies the qualifications of the faculty members by a competitive employment procedure and faculty's annual reports on performance. The procedure takes into consideration the quality of teaching, the supervision of master dissertations, the academic record of the students under a teacher's supervision, the regular development of new and modernisation of existing courses, the number of published teaching manuals, and the development of electronic teaching tools and resources. The faculty members undergo further education training annually, at TSU as well as at partner universities. For example, theses includes courses of blended learning which is confirmed by relevant certificates. The outstanding pedagogical qualification is confirmed by the personal awards and prizes (e.g. by Tomsk region or state organisations) well as by the positive student evaluation results on particular disciplines. The programme's director is heading the Institute of Distance Education which develops e-learning and blended learning products.

The practical business experience of the faculty, gained in numerous collaborations with real sector corresponds to the requirement of the programme to integrate theory and practice. Part-time lecturers from business enterprises with unique expertise corresponding to the qualification profile deliver practical curricular courses (e.g. marketing practitioner; SMM expert; 3D modelling company, etc.). Beyond, extracurricular workshops and counselling are delivered by external experts (e.g. a designer (member of Russian Artist Union), a game designer, a webmaster, the director of the ESADA, etc.). Therefore, cases to be solved by the students in classes and practical exercises are influenced by practical needs and faculty's personal experience.

The faculty members closely cooperate with each other in the implementation of the programme as they coordinate the contents and learning targets. Meetings of all the faculty teaching in the programme are organised whenever necessary (at least three times a year). As a result course syllabi are adjusted, new teaching methods are discussed and introduced, topics of final theses are reviewed, and problems in cooperation between the students and faculty are solved.

Regarding student support each faculty member has weekly office hours. Besides, the faculty members give students the chance to address their issues before or after the lectures. Consultations are possible via teleconference, social networks and the MOODLE system. Individual counselling is also offered by the programme manager and the programme director.

Appraisal:

The structure and number of teaching staff correspond with the programme requirements and ensure that the students reach the intended qualification objectives. The faculty's composition, consisting of full-time and part-time lecturers, guarantees that both the academic standards and the requirements of professional practice are satisfied.

The panel had insight in the lecturer's CVs and came to the conclusion that the academic qualifications of the faculty correspond to the requirements and objectives of the study programme. In addition, the staff's pedagogical/didactical qualifications are in line with their tasks and have been verified. TSU verifies the qualifications in accordance to a specified procedure. Measures for the further qualification of the faculty members are implemented by using, among others, the services of the TSU Institute of Distance Education.

The practical business experience of the faculty corresponds to the requirement of the programme, too. Besides the part-time faculty from companies TSU involves researchers in the teaching of the courses. This benefits the students regarding their training of methodological competences. However, the panel recommends putting particular attention on the involvement of practitioners from enterprises, companies and industry.

The faculty members cooperate with each other for the purpose of tuning the modules towards the overall qualification objectives. Several regular meetings ensure that the Faculty and of all those teaching in the programme have the possibility to exchange views and participate in the further development of the Master programme. To gain a higher degree of integration of Digital Science and Philosophy this cooperation may be intensified.

As affirmed by students of the TSU during the on-site visit, the counselling of students by teaching staff is intensive. Student support is an integral part of the services provided by the faculty. The lecturers are available for the students outside the specified office hours as well and e-mails are answered fairly quickly. Hence, the students are "fully content" with the support they receive.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
4.1 Faculty					
4.1.1* Structure and quantity of faculty in relation to curricular requirements (Asterisk Criterion)			X		
4.1.2* Academic qualification of faculty (Asterisk Criterion)			X		
4.1.3* Pedagogical / didactical qualification of faculty (Asterisk Criterion)			X		
4.1.4 Practical business experience of faculty			X		
4.1.5* Internal cooperation (Asterisk Criterion)			X		
4.1.6* Student support by the faculty (Asterisk Criterion)		X			
4.1.7(*) Student support in distance learning (only relevant and an Asterisk Criterion for blended-learning/distance learning programmes)					X

4.2 Programme management

The director of the study programme Digital Humanities is also the head of the Department of Digital Humanites, and director of the Institute of Distance Education. The programme director's functions according to the TSU regulations are as follows:
- design of the Master programme's concept;
- organisation of the admission procedure and enrolment in the programme on a competitive basis;
- creating the basic learning conditions in line with the Russian state educational standard (FGOS);

- definition of the personnel, methodology, material and technical facilities needed to keep the programme running;
- development of the curriculum and programme's contents;
- supervision of Master students' individual plans of study (together with the programme manager);
- organisation of the educational process;
- forming the student groups to participate in the research projects of the Department;
- coordination of cooperation between the Departments involved in the programme;
- ensuring all types of practical training;
- making contracts with organisations operating in the real economy on organisation of all types of practical training;
- informing about the programme's educational strategies;
- coordination of programme evaluation procedures.
- Informing Master students about the qualification objectives, conditions and features of occupation in the field of digital humanities;
- Helping students in under understanding of issues in digital humanities among other branches of knowledge and related professions;
- Creating favourable study conditions to support students in their individual and professional success during the period of study at TSU;
- engaging students in the professional community to further exchange of experience and familiarisation with future professional activities.

The administrative support to students and faculty member is offered by the Academic Office. The office consists of two officers: the programme manager and the programme administrator. They are responsible for:
- infrastructure management;
- information and teaching material assistance;
- public relations;
- development and storage of programme's documentation;
- prospective students counseling;
- organisational support to Master students;
- quality assurance procedures;
- internal cooperation with other TSU subdivisions;
- alumni tracking;
- keeping up with strategic partners and administrative support;
- coordination of communication between all interested parties (faculty, students, Academic Council members, employers, partner organisations).

The Academic Office is open on working days between 10.00 a.m. and 18.00 p.m. and available via e-mail, skype or social networks.

Faculty and students are included in the decision-making processes through participation in sessions of the Academic Council of the Department of Digital Humanities, in Department meetings, faculty meetings and meetings with Master students. TSU offers the administrative staff opportunities for professional development (e.g.: IT-courses, foreign language courses, courses regarding HEI`s internationalisation).

Appraisal:

As the panel came to know, the programme director, the programme manager and the programme administrator coordinate the activities of everyone involved in the programme and ensure that the programme runs smoothly. Furthermore, faculty members and students are supported by the administration during the entire study programme. Sufficient administrative staff is available and opportunities for continuous professional development of the

administration staff are assured. In the view of the panel, the administrative staff acts as a service provider for students and faculty. Decision-making processes and responsibilities of the programme management and the administration staff are defined.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
4.2 Programme management					
4.2.1* Programme Director (Asterisk Criterion)			X		
4.2.2 Process organisation and administrative support for students and faculty		X			

4.3 Cooperation and partnerships

The study programme is realised in cooperation with two partner universities: the Moscow State University and the Siberian Federal University in Krasnoyarsk. The cooperation includes activities like

- exchange of modules;
- student and academic staff exchange;
- providing platform for students' practical training.

Both universities offer study programmes in the field of digital humanities but pursuing different approaches (see chapter 1.3). TSU and the partners agreed on some courses content and learning outcomes so one university can offer the course for the students of all partners. Furthermore, it is possible to choose elective courses from one of the partners. Especially webinars and distance learning courses provide easy possibilities for the students to benefit from the cooperation.

The programme also cooperates with the companies and other organisations like Prof-IT, Avaj, Contek Soft, Tomsk Museum, Userstory, and Neurobotics. Such cooperation is particularly used for opportunities for the students to undertake practical training, project work and internships.In addition, TSU has an Acdemic council for the study programme including representatives of partner organisations as permanent members. The Council gives feedback and input to develop the programme and especially keep it up to date according to the needs of the job market for graduates.

Appraisal:

The scope and nature of cooperation with the two universities as well as with companies or organisations are plausibly presented and documented as well as aligned with the strategy of the study programme. Cooperation is actively pursued and has a clear impact on the conception and implementation of the study programme. The Academic Council helps to develop the programme with its external view and expertise from third parties. In the view of the panel the conducted activities in the field of cooperation contribute to the development of the students' qualification and skills.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
4.3 Cooperation and partnerships					
4.3.1(*) Cooperation with HEIs and other academic institutions or networks (Asterisk Criterion for cooperation programmes)			X		
4.3.2(*) Cooperation with business enterprises and other organisations (Asterisk Criterion for educational and vocational programmes, franchise programmes)			X		

4.4 Facilities and equipment

For lectures and seminars, the teaching rooms of the Faculty of Philosophy are available. The study programme Digital Humanites is provided with the following IT equipment:
- computer class: 14 desktops (12 workstations for students, 1 for instructor, 1 file server). Features: 16 GB RAM, Core i7 4790, '24 inch monitors plus 2 laptops with '15.6 inch screen, 4 GB RAM;
- equipment for presentations: projector and white screen;
- networking equipment: high-speed Wi-Fi router and network switchboard (1Gb/s);
- software: Adobe Creative Suite 6, Microsoft Office Professional 2013, Microsoft Project 2013, Windows 10 Professional, SketchUp Make 2016, Microsoft Visual Studio, Oracle VM Virtual Box, Aldebaran Choreographe, Virtual Academia;
- robots: humanoid NAO, humanoid NAO Nextgen;
- multimedia equipment: digital video camera (Full HD ready), digital camera, wired microphone, wireless lavaliere microphone, google glass v.1, Microsoft Kinect 2.0 for Windows, video camera with Intel RealSense technology, tablets for developing and testing applications;
- MOOC video studio: professional video camera, camera tripod, lightning, white and green screens, video editing workstation.

The Master programme Digital Humanities is provided with scientific literature and teaching materials both in print and digital forms. The most teaching materials are also available via MOODLE system. Literature required for the mastering of the educational programme is available in the Research Library of TSU (reading room "Social and Philosophical Sciences"). The reading room is equipped with 21 automated workplaces with the access to e-catalogue and research and education electronic resources. Qualified personnel of the Library consult students. Working hours are from 9 a.m. to 19 p.m. (from 9 a.m. to 3 p.m. on Saturday). The library itself is open seven days a week, 24 hours (except some holidays).

The Research Library of TSU carries out the strategy of accessible information. All reading rooms having different types of documents and automated workplaces work in open access mode. Book collections of reading rooms contain 170 000 volumes. Open access in the Research Library is an information environment of support of research and education work of the University; it includes service of academic faculty, post-graduate and undergraduate students on the basis of formed collections of documents and access to electronic resources.

In 2015, visitors of the Library were provided with online access to the wide range of remote and local databases of research and education resources – 67 full-text databases, including e-library and e-catalogue of TSU. Full-text databases give access to 10 000 names of full-text journals (mostly overseas) with their archives, 180 000 books, 60 million patents, 2.4 million legal normative documents, 80 million reports, 700 000 theses, and also summary, statistic,

analytic and other materials. Academic faculty largely use citation bases Scopus, WebofScience, e-Library, resources Springer, journals Elsevier, Oxford University Press, East View, Polpred, JSTOR.

The Research Library has a virtual reference service for enquiries of remote users. Every student holding a library card can get access to electronic sources of the library including international peer-reviewed journals from home; it provides individual information service for teaching staff by mailing subject lists of new arrivals, news, notice about access to databases and so on; there is also bibliographic support for studying and research work of departments and research units of the University to increase the citation indices of publications.

Appraisal:

During the on-site visit the panel had the opportunity to see the facilities of the Faculty of Philosophy and the Department of Digital Humanities. In the view of the panel, the number and size of teaching rooms and the equipment of all learning facilities are in line with the needs described for the programme. The buildings are fully equipped with modern information technology. Access to the internet through laptops via wireless LAN is provided free of charge. A sufficient number of group rooms is available. Due to the fact that the campus of TSU consists of various historical buildings (the main building was opened in 1888) barrier free access is only assured in parts of the facilities. The panel learned that in the past special support for students made studying of individual disabled students possible. Nonetheless, the panel recommends improving constantly the study conditions for disabled students.

The panel members appreciate the very well-equipped modern library of TSU is accessible seven days a week, which is outstanding. Hence, the opening hours of the library take students' needs sufficiently fully into account. Access to the literature and journals as well as to digital media (e.g. electronic media, databases) is ensured. Moreover, access to relevant digital media is available from the students' home. However, the panel recommends increasing the amount of English language literature in the field of Philosophy. Apart from this, the panel came to the conclusion that the library provides very good conditions for studying at TSU.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
4.4 Facilities and equipment					
4.4.1* Quantity, quality, media and IT equipment of teaching and group rooms (Asterisk Criterion)			X		
4.4.2* Access to literature (Asterisk Criterion)			X		

4.5 Additional services

TSU has a Center for Employment Assistance for Graduates. The staff of the Center provides career counseling on a permanent basis, organises meetings between students and representatives of prospective employers and publishes regular overviews of vacancies available at the regional job market and provides access to the electronic Russian-wide system of vacancies for graduates. The Center helps graduates to prepare CVs and resumes, gives them advice on strategies and tactics of looking for employment, legal and psychological aspects of employer-employee relationships as well as the specifics of positioning at job interviews. It analyses the trends and dynamics of the regional job market. The staff of the Center is permanently employed.

TSU has an alumni association and a Center for Coordination of Work with Alumni. Developing an actively functioning alumni network is one of the key goals of TSU Strategic Development Concept. The programme management keeps in touch with the programme alumni via e-mail and social networks for the purpose of:

- alumni tracking is conducted by the programme manager who updates the alumni data base annually adding new contacts and job placement;
- conducting satisfaction surveys;
- drawing alumni as experts for giving workshops and traineeships;
- inviting alumni to the social events (e.g. 1st September celebrations, New Year's celebration, Doors open days etc.) in order to develop the corporate culture of the Master programme and motivate Master students to make career in digital humanities.

Appraisal:

Career counselling and placement services are offered to the students and graduates to promote their employability. Sufficient resources are provided. An alumni organisation has been set up with the aim of developing an alumni network. The panel appreciates the efforts of TSU regarding the continuous development of the network activities.

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
4.5	Additional services					
4.5.1	Career counselling and placement service			X		
4.5.2	Alumni Activities			X		

4.6 Financing of the study programme (Asterisk Criterion)

Annually, the Russian Ministry of Education and Science allots a number of places for the Master programme which are fully funded by the federal budget. The operating budget for the integrated study programmes "Digital Humanities" (subject area 47.04.01 Philosophy) and one other programme "Digital technologies for Social Sciences and Humanities" (subject area 09.04.03 "Applied Informatics") makes up 1.999,068 roubles.

Students enrolled for studies at the budget expense pay no tuition fees and receive stipends if they demonstrate good academic performance (i.e., receive good grades and pass all the exams and credit tests in time). Accommodation at a student dormitory is guaranteed for them at a symbolic price. Federal funding is absolutely guaranteed for the whole duration of studies; it means that the students will definitely be able to complete their studies.

Those applicants who have not passed the selection for budget places but have demonstrated a sufficient level of competence at entrance tests have the right to study in the programme on the commercial basis. They sign a contract with the University taking the responsibility to pay tuition fee; the current tuition fee is set at 82,200 roubles (according to the TSU order from 02.04.2015).

Appraisal:

As the programme is state-financed its funding (including teachers, administrative staff, rooms, library and other services) is fully covered and ensured by the federal budget. Hence, the financial stability of Tomsk State University is ensured for the current programme cycle and the entire accreditation period.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
4.6* Financing of the study programme (Asterisk Criterion)			X		

5   Quality assurance and documentation

TSU puts an emphasis on quality assurance of its educational programmes based on continual improvement of professional skills of the staff as well as coordination between education, science and management and cooperation between students and the faculty members. The aims of TSU's quality activities are asserted in the TSU quality policy introduced in 2011, which is reaffirmed by the TSU development programme 2010-2019. In 2005 the TSU Quality Management Centre along with quality council were established in order to develop and improve the TSU quality system. In 2006 the quality management system of TSU was assessed and registered by NQA (USA) against the provisions of BS EN ISO 9001: 2008 and reaffirmed in 2015.

The quality assurance system of the study programme Digital Humanities includes a number of procedures:
- marketing studies;
- discussion and approval of the study programme by the Academic Council;
- discussion and approval of the study programme by the TSU Didactical Council (issues of consideration are the currency, demand for competencies, compliance with the respective subject area/state standard and the TSU development strategy);
- approval of the programme documentation by the TSU Academic Office (incl. vice-rector for academic affairs);
- approval of the programme documentation by the TSU Scientific Council;
- regular self-evaluation (reports and statistics are kept in the Academic Office of the pro-gramme);
- regular evaluations by students (evaluation procedures specified below, feedback after periods of practical training, individual counseling), faculty and employers (surveys, feedback upon completion of student's practical training, individual interviews);
- administrative inspections (the reports are kept in the Academic Office, at the Department of Digital Humanities);
- internal and external audits.

Responsible for the entire quality assurance procedures is the programme director and the Academic Office. The entire monitoring results are discussed at the meetings of the Academic Council (staff members, instructors, employers, partners) and the pro-gramme's strategic sessions (including student participants). The meeting outcomes (inclusive decisions on the further development made in consideration of the results of quality assurance procedures) are recorded in the minutes and kept in the Academic Office. Consequently, the respective elements (e.g. curricular contents and structure, qualification objectives, course syllabi, list of instructors in charge, practical trainings, entrance examinations, optional components) can be changed or modified to meet the needs of interested parties, provided that the TSU Academic Office gives its approval.

The study programme quality evaluation by students is realised in the form of regular surveys carried out individually and anonymously as well as feedback got from students upon completion of disciplines (courses). Evaluation tools are as follow:
- course evaluation questionnaire to be filled out anonymously at the end of each semester;
- Master's student satisfaction survey to evaluate the research, curricular and extracurricular activities, organisation of practical trainings, as well as individual professional and personal progress made during the studies (to be carried out online and anonymously at the end of the 1st/2nd semester);
- evaluation of students' factual workload is realised in the form of anonymous surveys to find out how far the estimated self-study workload corresponds with the workload set

by the Curriculum. Questionnaires are filled in by the students parallel with the classes and submitted at the end of the relevant semester.

The questionnaires are processed by the programme manager (or an authorised faculty member) and the results communicated to the director and the Council as well as to the faculty and Master students at enlarged Department meetings, and during strategic sessions. The implementation information is published in a non-formalized way on the website and is available to all the interested parties. The results of evaluation together with decisions made in relation to the programme are communicated to students during regular meetings of the programme director with Master students. Thereby, the results of evaluation procedures provide input for the continual quality improvement process.

The entire faculty is participating in the evaluation of the study programme by:
- giving their feedback to the study programme director and programme manager during individual counselling hours;
- reading their opinion and recommendations during meetings of the Department of Digital Humanities and the Academic Council, when didactical, technological or strategic issues are discussed;
- and surveys.

The external evaluation by the employers and partner universities is carried out by:
- individual meetings with the director or manager;
- enlarged meetings of the Academic Council (including the representatives of partner organisations as permanent members) and strategic sessions;
- surveys conducted by the TSU Career Office;
- discussing the academic and didactic issues on specialised conferences.

The programme management keeps in touch with the programme alumni via personal interviews and social networks. There is a regularly updated alumni data base (contacts, job placement). Graduates' references are published on both the Department's website and the social network group.

The study programme is described in detail in several regulations (see chapter 3.2). The programme description, curriculum, schedule of studies, course syllabi, as well as information on examination and the admission procedure have been suitably documented and published on the website of the Department of Digital Humanities. The documentation is annually updated. It is accessible for interested parties both in print and digital form.

The administrative staff regularly publishes current news and information (e.g. public lectures, webinars, competitions) on the website of the Department. There is also a group of the Department in the Russian most popular social network service – Vkontakte, where students and interested parties can get current information about the educational process, classes, office hours, events and activities undertook during the academic year.

As Master students actively use the MOODLE, there is a special web-resource within the TSU MOODLE system to keep students informed about forthcoming events, public lectures, webinars, conferences, new teaching materials etc. The system is provided with automated messaging to all the subscribers.

Appraisal:

A quality assurance and development procedure has been set up and correlates with ISO standards. The panel members came to the conclusion that the TSU has formulated quality targets for the development of the programme and regularly assesses their implementation.

The system of quality assurance and development is designed comprehensively so that continuous quality improvement of the institution can be achieved.

The study programme benefits from well-established processes at TSU. TSU conducts several surveys and evaluations regarding the satisfaction and success of the students. The systematic use of the introduced evaluation procedure provides a continuous monitoring and developing of the quality of the programme with respect to its contents, processes, and outcomes. One questionnaire contains a specific question to check if the estimated Workload (academic hours and self-studies) corresponds to the actual workload of the students. Quality control by the faculty is carried out on a regular basis as well and resulting discussions lead to the development of teaching methods and module content. Third parties like employers or cooperating universities are involved in surveys too. The results and taken measures in the field of quality assurance are communicated to the involved parties.

The study programme's objectives, content, study plan and information on examination have been very well documented and published on the programme's website. Paper versions are available at the Academic Office as well. The documentation is constantly updated and easily accessible, which ensures a high level of transparency. Furthermore, TSU regularly publishes current news and information about the Departments activities and about the study programme. Altogether, the panel appreciates very much the comprehensive website appearance of TSU.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
5.1* Quality assurance and quality development with respect to contents, processes and outcomes (Asterisk Criterion)			X		
5.2 Instruments of quality assurance					
5.2.1 Evaluation by students			X		
5.2.2 Evaluation by faculty			X		
5.2.3 External evaluation by alumni, employers and third parties			X		
5.3 Programme documentation					
5.3.1* Programme description (Asterisk Criterion)		X			
5.3.2 Information on activities during the academic year			X		

Quality profile

HEI: Tomsk State University

Master programme: Digital Humanities (Master)

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
1	**Objectives**					
1.1*	Objectives of the study programme (Asterisk Criterion)			X		
1.2*	International orientation of the study programme design (Asterisk Criterion)			X		
1.3	Positioning of the study programme					
1.3.1	Positioning of the study programme in the educational market		X			
1.3.2	Positioning of the study programme on the job market for graduates („Employability")			X		
1.3.3	Positioning of the study programme within the HEI's overall strategic concept		X			
2	**Admission**					
2.1*	Admission requirements (Asterisk Criterion)			X		
2.2	Counselling for prospective students		X			
2.3*	Selection procedure (if relevant)		X			
2.4(*)	Professional experience (if relevant; Asterisk Criterion for master programmes that require professional experience)					X
2.5*	Ensuring foreign language proficiency (Asterisk Criterion)			X		
2.6*	Transparency and documentation of admission procedure and decision (Asterisk Criterion)		X			
3.	**Contents, structure and didactical concept**					
3.1	Contents					
3.1.1*	Logic and conceptual coherence (Asterisk Criterion)			X		
3.1.2*	Rationale for degree and programme name (Asterisk Criterion)			X		
3.1.3*	Integration of theory and practice (Asterisk Criterion)			X		
3.1.4	Interdisciplinary thinking			X		
3.1.5	Ethical aspects			X		
3.1.6*	Methods and scientific practice (Asterisk Criterion)			X		
3.1.7*	Examination and final thesis (Asterisk Criterion)			X		
3.2	Structure					
3.2.1*	Modular structure of the study programme (Asterisk Criterion)			X		

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.2.2* Study and exam regulations (Asterisk Criterion)			X		
3.2.3* Feasibility of study workload (Asterisk Criterion)			X		
3.2.4 Equality of opportunity			X		
3.3 Didactical concept					
3.3.1* Logic and plausibility of the didactical concept (Asterisk Criterion)			X		
3.3.2* Course materials (Asterisk Criterion)			X		
3.3.3 Guest lecturers		X			
3.3.4 Lecturing tutors			X		
3.4 Internationality					
3.4.1* International contents and intercultural aspects (Asterisk Criterion)			X		
3.4.2 Internationality of the student body			X		
3.4.3 Internationality of faculty			X		
3.4.4 Foreign language contents			X		
3.5* Multidisciplinary competences and skills (Asterisk Criterion)			X		
3.6* Skills for employment / Employability (Asterisk Criterion)			X		
4. Academic environment and framework conditions					
4.1 Faculty					
4.1.1* Structure and quantity of faculty in relation to curricular requirements (Asterisk Criterion)			X		
4.1.2* Academic qualification of faculty (Asterisk Criterion)			X		
4.1.3* Pedagogical / didactical qualification of faculty (Asterisk Criterion)			X		
4.1.4 Practical business experience of faculty			X		
4.1.5* Internal cooperation (Asterisk Criterion)			X		
4.1.6* Student support by the faculty (Asterisk Criterion)		X			
4.1.7(*) Student support in distance learning (only relevant and an Asterisk Criterion for blended-learning/distance learning programmes)					X
4.2 Programme management					
4.2.1* Programme Director (Asterisk Criterion)			X		
4.2.2 Process organisation and administrative support for students and faculty		X			
4.3 Cooperation and partnerships					
4.3.1(*) Cooperation with HEIs and other academic institutions or networks			X		

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
	(Asterisk Criterion for cooperation programmes)					
4.3.2(*)	Cooperation with business enterprises and other organisations (Asterisk Criterion for educational and vocational programmes, franchise programmes)			X		
4.4	Facilities and equipment					
4.4.1*	Quantity, quality, media and IT equipment of teaching and group rooms (Asterisk Criterion)			X		
4.4.2*	Access to literature (Asterisk Criterion)			X		
4.5	Additional services					
4.5.1	Career counselling and placement service			X		
4.5.2	Alumni Activities			X		
4.6*	Financing of the study programme (Asterisk Criterion)			X		
5	**Quality assurance and documentation**					
5.1*	Quality assurance and quality development with respect to contents, processes and outcomes (Asterisk Criterion)			X		
5.2	Instruments of quality assurance					
5.2.1	Evaluation by students			X		
5.2.2	Evaluation by faculty			X		
5.2.3	External evaluation by alumni, employers and third parties			X		
5.3	Programme documentation					
5.3.1*	Programme description (Asterisk Criterion)		X			
5.3.2	Information on activities during the academic year			X		