

## Substantive Change Report

by Evaluation Agency Baden-Württemberg (evalag)

Register Committee

Ref. RC/C15

Ver. 1.0

Date 2016-11-07

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Decision of:	07/11/2016
Report received on:	29/06/2016
Agency registered since:	21/05/2010
Last external review report:	August 2014
Registered until:	31/08/2019
Absented themselves from decision-making:	n/a
Attachments:	<ol style="list-style-type: none"> <li>1. <a href="#">Substantive Change Report</a></li> <li>2. <a href="#">Request for clarification (5/8/16)</a></li> <li>3. <a href="#">Response by evalag (24/8/16)</a></li> </ol>

The Register Committee considered the Substantive Change Report of 29 June 2016.

I)

The Register Committee noted that evalag published on its website the Guidelines for Certification of Advanced Educational Institutions, as required by ESG standards 2.3 and 2.5. The Committee concluded that the issue raised in its decision of 5 June 2016 has thereby been addressed.

II)

The Register Committee sought and received clarification from evalag as to how the requirements of the ESG are reflected in Institutional Accreditations of Swiss Higher Education Institutions, a new activity reported (attached: request of 5/8/16 and response of 24/8/16).

The Register Committee considered the information provided regarding the publication of reports (ESG 2.6). The clarification by evalag referred to the HEEdA Accreditation Guidelines and the evalag manual. While the latter is not available in English, the former do not contain a clear provision that all accreditation reports are published. As no reviews have been carried out as yet, the Committee could not establish actual practice.

The Register Committee therefore underlines that the ESG require the mandatory and unconditional publication of all reports; evalag is expected to ensure, through adequate provisions in its manual and contracts, that reports will be published for all accreditation procedures in Switzerland.

The Register Committee noted that the Swiss Accreditation Council offers a limited possibility of appeal, in the form of a request for reconsideration (ESG 2.7). The Committee nevertheless assumed that evalag's general appeals procedure is also available to institutions seeking accreditation under Swiss regulations, for those parts of the procedure carried out by evalag.

The Register Committee expects that evalag's documentation and practice in regard of those issues will be addressed specifically in the next external review of evalag.

## Register Committee

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evalag Postfach 120522 D-68056 Mannheim

Mr. Colin Tück  
eqar

– via email – >

**Substantive Change Report – your clarification request from 5/6 June 2016**

29.06.2016  
AZ: AR/PG 362-2016  
Bearb.: Rigbers  
Telefon +49(0)621/128545-10  
rigbers@evalag.de

Dear Colin,

Please find below further information to clarify your queries.

1. The newly offered Certification of (Advanced) Educational Institutions has been published and can be found here:

<https://www.evalag.de/leistungen/zertifizierung/> (German)

<http://www.evalag.de/index.php?id=45&L=1> (English with German version of the Guidelines)

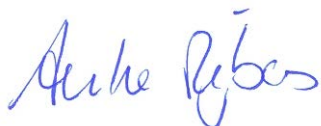
Moreover, **evalag** wants to indicate a further substantive change:

2. Since 3 June 2016 **evalag** is licensed by the Swiss Accreditation Council to carry out Institutional Accreditations of Swiss Higher Education Institutions. The Guidelines (German version) can be found here:

<https://www.evalag.de/en/international/akkreditierungschweiz/>

I shall be at your disposal if you have any further questions or inquiries.

Kind regards



Dr. Anke Rigbers

EQAR | Oudergemselaan/Av. d'Auderghem 36 | BE-1040 Brussels  
Evaluationsagentur Baden-Württemberg (evalag)  
Ms Anke Rigbers  
– via email –

Brussels, 5 August 2016

## Substantive Change Report – Clarification Request

Dear Anke,

We wish to thank you for the Substantive Change Report of 29 June 2016. Your report is being reviewed by two rapporteurs before being brought to the attention of the entire EQAR Register Committee.

In order to prepare consideration by the Committee, we would be obliged if you could briefly describe the following key aspects for the Institutional Accreditation of Swiss Higher Education Institutions (see EQAR Substantive Change Report form):

- i. purposes and development of the activity, involvement of stakeholders (ESG 2.2)
- ii. criteria used, how they were developed, measures implemented to ensure consistency, how ESG 1.1 – 1.10 are reflected in the criteria (ESG 2.1 & 2.5)
- iii. review team composition, selection, appointment and training of reviewers (ESG 2.4)
- iv. site visits (ESG 2.3)
- v. publication of reports (ESG 2.6)
- vi. follow-up (ESG 2.3)
- vii. appeals system (ESG 2.7)

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- viii. embedding in thematic analyses and internal quality assurance of the agency (ESG 3.4 & 3.6)

For those aspects where the situation is identical or equivalent to one of evalag's existing external quality assurance procedures, it is sufficient to indicate so.

We kindly ask you for a reply by 13 September 2016. Please inform us if any difficulties arise in meeting this deadline.

I shall be at your disposal if you have any further questions or inquiries.

Kind regards,

A handwritten signature in black ink, appearing to read 'Colin Tück'.

Colin Tück  
(Director)

**Subject:** Substantive Change Report: evalag (Evaluation Agency Baden-Wuerttemberg**From:** "rigbers@evalag.de" <form\_engine@fs22.formsite.com>**Date:** 24/08/2016 09:19**To:** substantive-changes@eqar.eu

<b>Reference #</b>	10133208
<b>Status</b>	Complete
<b>Login Username</b>	
<b>Login Email</b>	
<b>Agency #1 *</b>	evalag (Evaluation Agency Baden-Wuerttemberg)
<b>Expiry date #1 *</b>	31/08/2019
<b>Contact #1 *</b>	Dr. Anke Rigbers
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<b>Email #1 *</b>	<a href="mailto:rigbers@evalag.de">rigbers@evalag.de</a>
<b>Other organisations? *</b>	No
<b>A. Has the organisational identity of the registered agency changed? *</b>	No
<b>B. Has the organisational structure changed? *</b>	No
<b>C.i. Are there new types of activities? *</b>	Yes
<b>C.ii. Are there changes in existing activities? *</b>	Yes
<b>C.iii. Have some or all existing activities been discontinued? *</b>	No
<b>Description new/changed *</b>	<p>i. According to the new Higher Education Act (HEdA) Switzerland allows foreign agencies to carry out accreditation procedures (institutional and programme accreditation) if they are recognized by the Swiss Accreditation Council. The recognition requires that "the agency has available a guide for accreditation for the implementation of accreditation procedures according to HEdA, which includes the Explanation of Quality Standards, alternatively, the agency commits to use the Accreditation Guide of the Swiss Agency of Accreditation and Quality Assurance (AAQ)." evalag decided for the first option and revised its audit manual, which was developed with stakeholders so that it complies to Swiss requirements. Meanwhile the evalag-manual (Handbuch der institutionellen Akkreditierung von Hochschulen in der Schweiz) was sent to all German and French speaking HEI; evalag received a positive feedback.</p> <p>ii. see i. - According to the HEdA Accreditation Guidelines evalag has to apply the "Quality</p>

standards for institutional accreditation" (annex 1). See annex 1 and 2 of the evalag-manual (pp. 20-38).

iii. According to the HEdA Accreditation Guidelines (Art. 13) evalag describes the composition, selection, appointment and training of the reviewers in section 2.6 of the evalag-manual (pp. 10-11 and annex 3).

iv. According to the HEdA Accreditation Guidelines (Art. 12) evalag describes the site visit in section 2.7 (pp.11-13 and annex 4) of the evalag-manual.

v. The publication follows the requirements of the HEdA Accreditation Guidelines in Art. 20 (as well as Art. 14 and 15); see section 2.8 and 2.10 of the evalag-manual.

vi. Follow-up activities are described in section 2.11 (p. 14-15) of the evalag manual .

vii. The appeals system is described in section 2.12 (p. 15) of the evalag manual and follows the requirements of the HEdA Accreditation Guidelines.

viii. The new procedure will be part of thematic analyses and the internal quality assurance of the agency. Since evalag has not started any procedure in Switzerland up to now, the integration in the internal quality assurance system is currently in a preparatory stage. The revision of the internal quality management manual will be finished in November/December 2016.

**File #1** [evalag\\_handbuch\\_institutionelle\\_akkreditierung\\_schweiz.pdf \(562k\)](#)

**File #2** [HEdA\\_accreditation\\_guidelines.pdf \(138k\)](#)

**File #3** [Guidelines\\_recognition-agencies.pdf \(85k\)](#)

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**Referrer** <https://eqar.eu/register/reporting-and-renewal/substantive-change-report.html>