

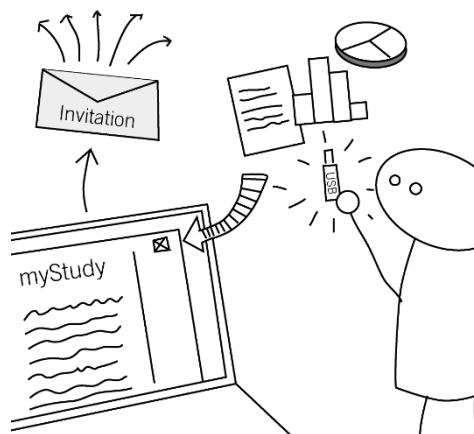
## Handout Quality Circle and Teaching Report<sup>1</sup>

### What are Quality Circles and Teaching Reports?

Quality Circles are an important feedback instrument for study and teaching, especially for the study programmes at Leuphana. Students and teaching staff usually meet a year, either in person or digitally, and discuss strengths and weaknesses of the study programme in the Quality Circle with the study programme officer<sup>2</sup>. The Quality Circle is designed as a low-threshold feedback instrument and is open to all students and teaching staff of the respective study programme (no elected committees). The results of the Quality Circle and in particular planned and implemented measures for the improvement of studies and teaching, especially in the study programme, are documented in a teaching report.

### What should be considered when conducting Quality Circles?

- Quality Circles can be conducted in different ways. What they all have in common is that they report on the **implementation status** of the **measures** described in the last teaching report.
- Students contribute own topics to their study programme or study conditions.** If a Quality Circle is thematically focused, time should nevertheless be scheduled for open questioning and criticism from students.
- The Quality Circle is usually moderated by the study programme officer. It is also possible to assign other suitable persons to moderate the Quality Circle. Experience has shown that a **neutral moderation** relieves the burden on the study programme officers in the Quality Circle and enables them to concentrate on the discussion of content.
- The procedure of a Quality Circle is designed in such a way that **agreements on action and, if necessary, improvement needs** can be identified **as concrete as possible** within the agreed timeframe. Ideally, proposals for the measures to be named in the teaching report are formulated in the Quality Circle.



### How can Quality Circles be prepared?

- The study programme officer is responsible for preparing the Quality Circle. The [Orga-Checklist](#) created by Team Q can be used as an aid.
- The **invitation to the Quality Circle** to all students and teaching staff of the respective study programme is usually sent out via the myStudy Newsletter (via Moodle at the Professional School) **two weeks before the scheduled date at the latest**. In College, students of the major "Studium Individuale" can always be invited, as they can choose from all bachelor major and minor studies.

<sup>1</sup> The implementation of Quality Circles and the preparation of teaching reports is regulated in the guideline: [Quality Development in Studies and Teaching](#) (Gazette Nr. 16/19).

<sup>2</sup> The term "study programme officer" is used in the [university's basic regulations \(section 11\(2\)\)](#). This refers to the person or persons appointed by the Academic Commission, Faculty Council and Presidential Board to be primarily responsible for a study program. In teacher training, this corresponds to the subject coordinators.

Name of Document	Version	State	Contact Person
Handout Quality Circle and Teaching Report	V05	November 2020	Kirsten Mülheims



- A Quality Circle should be prepared with the **involvement of students**, e.g. in cooperation with the **Programme Student Councils**. That way, the joint responsibility for a successful course of study is emphasised. Expectations and possible conflicts can be anticipated in advance and taken into account in the planning phase.
- The [moderation guide](#) provided by Team Q can be used to plan the moderation of the Quality Circle. On request, members of Team Q can report from other Quality Circles and – if desired – take on an active role in the Quality Circle (moderation of working groups, etc.).
- The **student statistics** provided twice a year at the beginning of each semester by Team Q and the **data from the internal teaching evaluation** (aggregated result reports of the course evaluation and result reports of system surveys) serve the study programme officer, the Programme Student Council and the participants of the Quality Circles to prepare and identify possible questions for the discussion in the Quality Circle.
- With the invitation, the current **date of Quality Circle** will be entered in **myStudy** (see “Additional Offers” → “Quality Circle”). At this point, the participants will also be provided with the student statistics, the aggregated data from internal teaching evaluation reports and the teaching reports from past Quality Circles. At the Professional School, the documents are made available via Moodle. The student Dean’s Offices and the coordinators in the faculties and schools provide support with these steps.



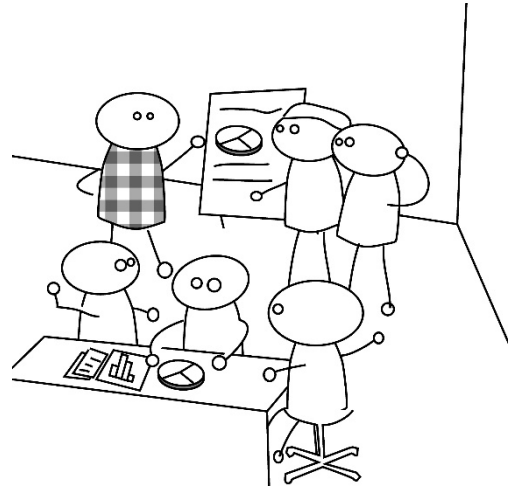
#### How are the results of the Quality Circle documented and followed-up?

- The **results** of the Quality Circle are documented in the so-called **teaching report**. Team Q provides a corresponding [template on the intranet](#). The teaching report is prepared by the study programme officer.
- In addition to the documentation of the results of the Quality Circle, the teaching report also contains a section called “measures for the further development of the study programme”. Based on the suggestions from the Quality Circle, possibly supplemented by own ideas, the study programme officer names concrete measures here.
- It is recommended that the study programme officer synchronizes the draft of the teaching report (in particular the containing protocol of the Quality Circle and the proposals for measurements) with the respective Programme Student Council, since the student representatives in the study commission do not necessarily come from the concerned study programme. This should be done prior to the consultation with the study commission.
- The study commission discusses the teaching report and recommends it to the Faculty Council (after revision if necessary) for adoption.
- After adoption by the Faculty Council, the teaching report is made available to the participants of the Quality Circle in myStudy under “Additional Offers (without CP)” → “Quality Circle” (College, Graduate School, teacher training) or respectively in Moodle for the Professional School.
- The Quality Circles and teaching reports are part of the quality management at Leuphana University. When the (re-)accreditation of study programmes is pending within the internal review process, the measures documented in the teaching reports and their implementation are used as material basis.



### What Quality Circles are there?

- Quality Circles are generally held annually for all major students in College and for the master's degree programmes in Graduate School. Inter-faculty study components (Leuphana semester, complementary studies) are discussed in the Quality Circles of the major studies and, if necessary, in own Quality Circles. In teacher training, Quality Circles are held for the individual subjects as well as for the area of educational professionalization.
- For the minor studies at the College, Quality Circles are generally held every two years.
- Quality Circles are also held for the bachelor and master programmes of the Professional School. Due to the specific framework conditions of continuing education while working, they are generally held every two years.



### Where do you get support?

- General questions about the instruments Quality Circle, teaching reports and data delivery: [Kirsten Mülheims](#) (Team Q)
- In the faculties, the Student Dean's Offices are the central points of contact for the implementation of the quality circles. They establish the contact to the coordinators or those responsible for the study programs and subjects:

Student Dean's Office Faculty Education: [studiendekanat.bildung@leuphana.de](mailto:studiendekanat.bildung@leuphana.de)

Student Dean's Office Faculty Economic Sciences: [studiendekanat.wirtschaft@leuphana.de](mailto:studiendekanat.wirtschaft@leuphana.de)

Student Dean's Office Faculty Cultural Sciences: [dekanat.kultur@uni.leuphana.de](mailto:dekanat.kultur@uni.leuphana.de)

Student Dean's Office Faculty Sustainability: [studiendekanat.nachhaltigkeit@leuphana.de](mailto:studiendekanat.nachhaltigkeit@leuphana.de)

College: [college@leuphana.de](mailto:college@leuphana.de)

Graduate School: [masterprogramme@leuphana.de](mailto:masterprogramme@leuphana.de)

QM Professional School: [Annika Melles](#)