



Sveučilište u Zagrebu



**RePIC Quality and Process Handbook
for
Academic and Administrative staff
Part One
Application, Selection Criteria and Admission**

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1. Quality and Process Management in RePIC

1.1 Guiding Principles of the Quality Management

The Joint Master of Science in Redesigning the Post-Industrial City (RePIC) is a two-year, English-taught Master programme with 120 ECTS at Level 7 EQF offered by eight European Partner Universities. These eight European Partner Universities forming the European University of Post-Industrial Cities (UNIC) are:

- Ruhr-Universität Bochum (RUB), Germany
- University College Cork (UCC), Ireland
- Universidad de Deusto of Deusto (UDEusto), Spain
- Erasmus University Rotterdam (EUR), Netherlands
- Koç University (KU), Türkiye
- Université de Liège (ULiège), Belgium
- University of Oulu, (UOulu), Finland
- University of Zagreb (UniZG), Croatia

Quality assurance and enhancement in the RePIC degree programme will be fully compatible with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) for Eligibility (Status, Joint Design and Delivery, Cooperation Agreements); Learning Outcomes (Level, Disciplinary Field, Achievements); Study Programme (Curriculum, Credits, Workload); Admission and Recognition; Learning, Teaching and Assessment (Learning and teaching, Assessments of students); Resources (Staff, Facilities); Transparency and Documentation; and Quality Assurance. The European Approach for Quality Assurance of Joint Programmes approved by the EHEA ministers in May 2015 serves as a second reference.

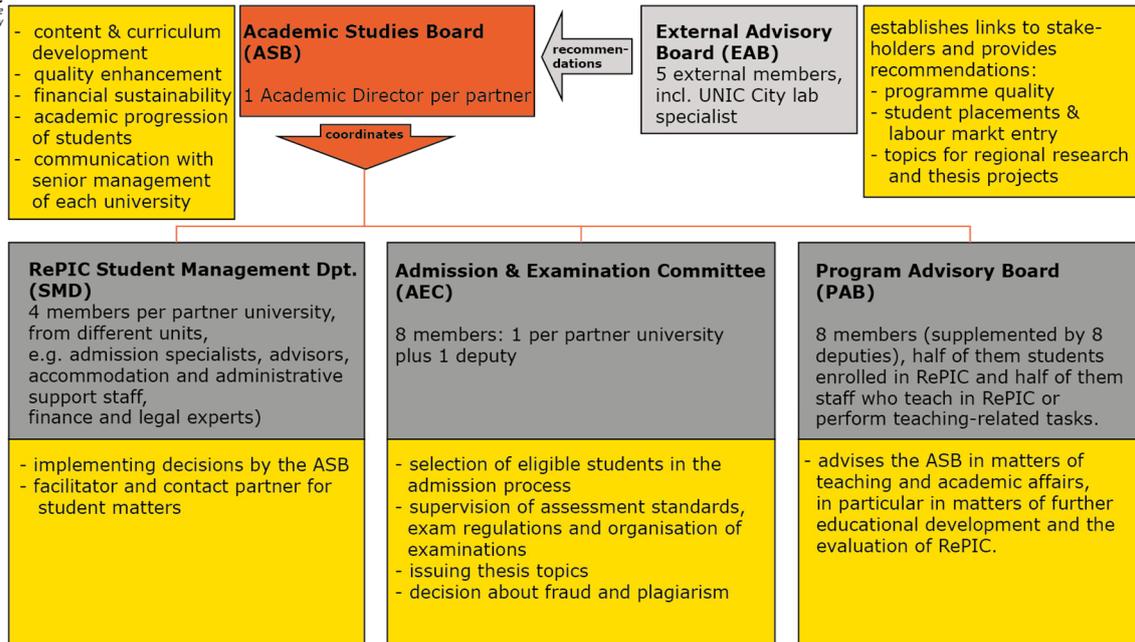
Institutional QA for learning and teaching is a shared responsibility of staff and students at all participating universities in UNIC, and the RePIC Partner Universities will take deliberate steps to bring about continuous improvement in the effectiveness of the learning experience of students from project results and achievements.

1.2. Governance Structure

The RePIC Consortium has established a lean governance framework that ensures that all its members effectively work together and maintain robust working relationships to achieve the intended outcomes. On a practical level, each partner university is fully represented and participates in RePIC decision-making, and is responsible for specific administrative and practical tasks, that are carried out in coordination with the other partners. The related processes continually engage all members and ensure communication between and throughout the involved universities about all activities, and are closely linked to existing local structures, making use of the latter wherever possible and meaningful.

The Student Management Department of RePIC and its local teams are the central contact partner for the RePIC students and are assigned different managerial topics by the ASB. The cross-institutional SMD teams regularly meet at least once per semester, online or in person. The local members of the SMD at each partner institution meet monthly, online or in person.

RePIC Governance Structure



1.3. Main Quality Management Tools

The joint quality management of RePIC combines and uses well-proven quality management instruments of the individual Partners and new joint instruments such as the External Advisory Board, following the principle "plan-do-check-act" with its closes circle. The responsibility for the joint quality management lies with the Academic Study Board (ASB). RePIC has set up a comprehensive Quality Assurance framework for internal and external QA that will involve the relevant stakeholders and result into a comprehensive RePIC Quality Handbook. Internal and external evaluation processes with its continuous PDCA-Circle and evaluation instruments will be defined and described in detail in an Internal RePIC Quality Handbook, outlining the procedures and instruments for evaluating the programme.

External quality assurance will comprise "critical friend input" in form of the regular feedback from the members of the External Advisory Board and expert comments received from invited guest lecturers and researchers, participants in the City Labs. Feedback loops with selected stakeholders every two years will generate ideas and critical input for programme enhancement. External Programme accreditation, following the European Approach, repeated every sixth years, is an important element of RePIC QA. It safeguards that provision of RePIC is fully developed and adequately resourced.

Internal quality assurance continuously involves the students through questionnaire-based feedback on all modules in each semester, the survey on service quality (see Annex 13) and regular graduate surveys, giving benchmark data on student experience to compare student experience across academic Partners and identify areas of concern. Teaching Analysis Polls (TAP, a moderated interview technique for qualitative evaluation) will be used for evaluation of the four tracks in Semester 2, since the number of 10 to 20 students per track is too small to guarantee the anonymity necessary for classic questionnaire evaluation. Moderated by qualified staff, the students identify (in groups) conducive and difficult elements in the respective track and suggest possibilities for improvement, which are then discussed by the teaching staff and lead to concrete recommendations for improvement.

TAP stimulate an exchange about the teaching and learning processes between the teachers and the students and strengthens students' responsibility for their own learning process. The joint Examination Committee reports annually on the number of examinations taken and passed and possible

recommendations resulting from the analysis of the examination data. In addition to these data, the Quality Assurance Committee will be provided with further evaluation results that the Partner Universities collect as part of their university's internal quality management. Results of such local evaluation of programme quality shall be cross-checked between the Partners and then discussed in the Quality Assurance Committee. All this information is the basis for suggestions to enhance the quality of programme delivery and further curriculum development. The RePIC faculty, i.e., all academics teaching in the programme, convene once per year to discuss ways to enhance content and cohesion of the curriculum. This annual internal programme review, overseen by the RePIC Board of Directors and the External Advisory Board, identifies strengths and weaknesses of the programme, and plans for improvements (including analysis of programme statistics, student evaluations of modules, staff evaluations, response to any issues, action plan with feedback to programme team).

1.4. Implementation and operationalization of administrative processes

To successfully manage a joint degree programme with eight partner universities, precise coordination of all administrative processes is necessary. The first step is to exchange detailed information on the workflow of the relevant processes for programme administration, from application to issuing diplomas, to identify common ground and differences and to create the greatest possible transparency regarding legal or university-specific requirements. It is also important that the relevant stakeholders in the administrations of the eight partners and the academics involved in RePIC get to know each other.

Based on these premises, representatives of the RUB visualised and presented the flow of this entire process "from application to issuing diplomas" in the form of swimlanes for a face-to-face meeting of the academic and administrative staff in December 2022.

After this meeting, the first joint process "From application to enrolment" including the Admission Procedure and Selection Criteria was developed. In a dry run, the process will be tested and evaluated before the launch of the joint application portal. Further joint processes will be continuously developed and then documented in an online wiki.

2. Admission Procedure and Selection Criteria

2.1 Admission Procedure

- The overall responsibility for the admission procedure lies with the Admission and Examination Board of RePIC.
- Applications for the admission to the degree programme must be submitted before a given deadline. Subsequent submitting of documents is possible until a second given deadline.
- The central coordinator of RePIC, located at RUB, assisted by the local coordinators at each partner university reviews the submitted applications whether they are complete and meet the minimum set of requirements to make the applicants eligible.
- The Admission and Examination Board may additionally ask experts from within or outside the Partner universities to support the validation of the submitted documents.
- The admission process assures that all local rules and requirements for admission are met. Applicants who do not fulfil the national requirements of a partner cannot be accepted. No applicant in conflict with national legal requirements for admission at any partner institution can be admitted to the programme.

- The Admission and Examination Board will rank all eligible applicants on the basis of the final grade of their bachelor's degree (or equivalent) and the motivation letter describing their specific interest in the RePIC programme, their preferred study tracks, and their envisaged contributions to the programme. According to the available number of study places the applicants will be admitted and offered a track.
- Admission is granted under the condition that the applicants has met the requirements specified in nr. 1-3, 5 and pay the participation fees in time.
- Applicants who have not yet obtained their bachelor's degree at the time of the selection procedure but who would normally do so before the master's degree programme begins, may be granted a conditional admission. Those Applicants must submit a declaration from the relevant authorities that they have satisfied the requirements of a Bachelor degree before the start of the degree programme. Missing parchments must be submitted by
- It is the responsibility of the students to check that the authorisations required for visa and residence permits are in order before the Partner Institution permits the student's activities in the RePIC degree programme to take place for students with or without an EMJM scholarship. The Partner Institutions will make every effort to aid students in obtaining any necessary visa and residence permits before their studies commence.
- The written admission decision shall include information for the applicant about the possibility of an appeal.
- Rejected applicants may appeal to the Admission and Examination Board.

2.2 Application Procedure

All applications must be made online via the RePIC website in accordance with its instructions and before the deadlines stated on the website: repic-application.ruhr-uni-bochum.de. Applications must include the following documents:

- a copy of the passport (only the main pages),
- a certified copy of the Diploma (if this document is not in English, an official translation should be attached) and, if available, of the Diploma Supplement,
- certified copies of the academic transcripts (if this document is not in English, an official translation should be attached),
- a Curriculum Vitae in English
- official proof of language abilities, where applicable,
- a structured motivation letter in accordance with the instructions on the RePIC website describing their specific interest in the RePIC programme and their envisaged contributions to the programme .

2.3. Admission Requirements

2.2.1 General Requirements

Admission may be granted to applicants who meet the following common minimum eligibility criteria:

- All applicants must follow the RePIC application procedure, according to nr. 2.2,
- A completed application must have been received,

- Applicants must have obtained, at a minimum, a university first cycle degree (Bachelor, EQF level 6) in a discipline of relevance to RePIC.

2.3.2 Disciplines of relevance to RePIC

- RePIC invites candidates from diverse backgrounds, preferably with a dissertation, or an equivalent degree, that gives them access to a Master degree programme and demonstrable experience in themes related to redesigning of post-industrial cities and design-related backgrounds, including but not limited to the following fields: Architecture, Urban Design, Urban Planning, Geography, Civil Engineering, Environmental Engineering, Geoinformatics, Sociology, Public Administration, Business Studies, Culture, Media and Visual Arts Studies, and related fields of study.
- This list is not exhaustive and shall serve for orientation of applicants.
- Prior learning can be recognised.

2.3.3 Language requirements

- Applicants with other than English mother tongue and/or not having obtained a bachelor's degree or an equivalent qualification which was taught entirely in English will normally be assumed to have met the RePIC language requirements.
- However, in some circumstances, such applicants may be required to submit evidence of an English language qualification as well to be admitted.

2.3.4 Questions for the motivation letter:

- Why do you want to join the RePIC study program (200 words, single spaced)?
- What is your disciplinary background/expertise and how does it match the disciplinary requirements of RePIC (200 words, single spaced)?
- What are the major challenges of post-industrial cities you like to focus on in RePIC (300 words, single spaced)?
- What do you expect from the RePIC study programme (100 words, single spaced)?
- What kind of profession/career path are you aiming for after RePIC (150 words, single spaced)?

2.4 Selection criteria

Applicants are chosen based on the following selection criteria:

- type and level of academic qualifications,
- motivation and concern for topics taught in RePIC ,
- type and level of research experience,
- type and level of professional experience, such as practical experience in the field of Urban Studies in governmental, inter-governmental and/or non-governmental organisations and institutions,
- results of admission interviews (if applicable),

2.4.1 Evaluation matrix for the motivation letter

Evaluation criteria	Very good	Good	Fair	Sufficient	Insufficient
	++	+	+/-	-	--
Professional competence					
- is familiar with a major field of urban studies					
- is acquainted with major theories and methods in this field					
- is able to name current and future challenges of post-industrial cities					
- is familiar with the European urban planning culture					
- has professional experience in the research field					
Overall motivation					
- provides convincing arguments for the RePIC study programme					
- is familiar with the available study tracks/has clear priorities					
Reflexivity					
- is able to understand and analyse complex, intertwined issues					
- is able to think transdisciplinary					
- can make reasonable judgments (facts, time, cost...)					
Performance mindset					
- exhibits a performance oriented working ethic					
- has a high level of self-organizing capacity					
- has a clear and realistic career goal					

2.5. Dry Run „From Application to Enrolment”

Date: 17.2. – 24.02.2023

2.5.1 Aim

- To bring everyone involved in the application and admission process at the partner universities into contact,
- To get a list of all the people responsible in the process,
- To identify some initial (coordination) problems in implementation and
- To simulate the complex interaction of eight administrations before the first real application starts

2.5.2 Participants

All those responsible in the faculties and/or administration for questions concerning the application for a degree programme, the selection and the enrolment/registration of students.

2.5.3 Workflow for the Dry-Run:

			Response until	Important to know
Step 1	Preparation	Designate contact persons who will also later be responsible for the selection of students together with the Admission and Examination Committee	5.2.	Admission and Examination Committee not yet established
		Presentation of the Application software: how to use, important to know		The presentation will take part in the Structural Issues Meeting, Feb. 16 th at 11h
Step 2	Application	Contact persons of the partners (two per partner) receive an account in the admission software.	14.2.	Not all contact persons have been named yet, especially those getting the account
		Colleagues apply for RePIC as test applicants with sample documents.	17.2.	We will have two groups of test applicants: 1. Test applicants with all required sample documents; 2. Test applicants with an incomplete set of documents
		Contact persons can follow the application process via the account	17.2.	
Step 3	Review of applications	Parallel check of the applications for completeness by the coordinators (central/local)		
		If necessary, coordinators (central/local) request further documents from the test applicants	20.2.	
Step 4	Selection process	Selection process according to the process description in the annex	21.-22.2.	
Step 4		Admission by RUB according to the process description in the annex	23.2.	
Step 4		Acceptance of places by applicants	23.2.	
Step 5	Enrolment	Enrolment by RUB according to process description in the annex	24.2.	

Step 6	Evaluation Dry-Run	Questionnaire for Dry Run participants	25.2.	
		Interview of selected test applicants		

Please keep in mind that the time schedule is only valid for the Dry-Run. For the real process, the time schedule will be different.

2.5.4 List of participants of the Dry-Run

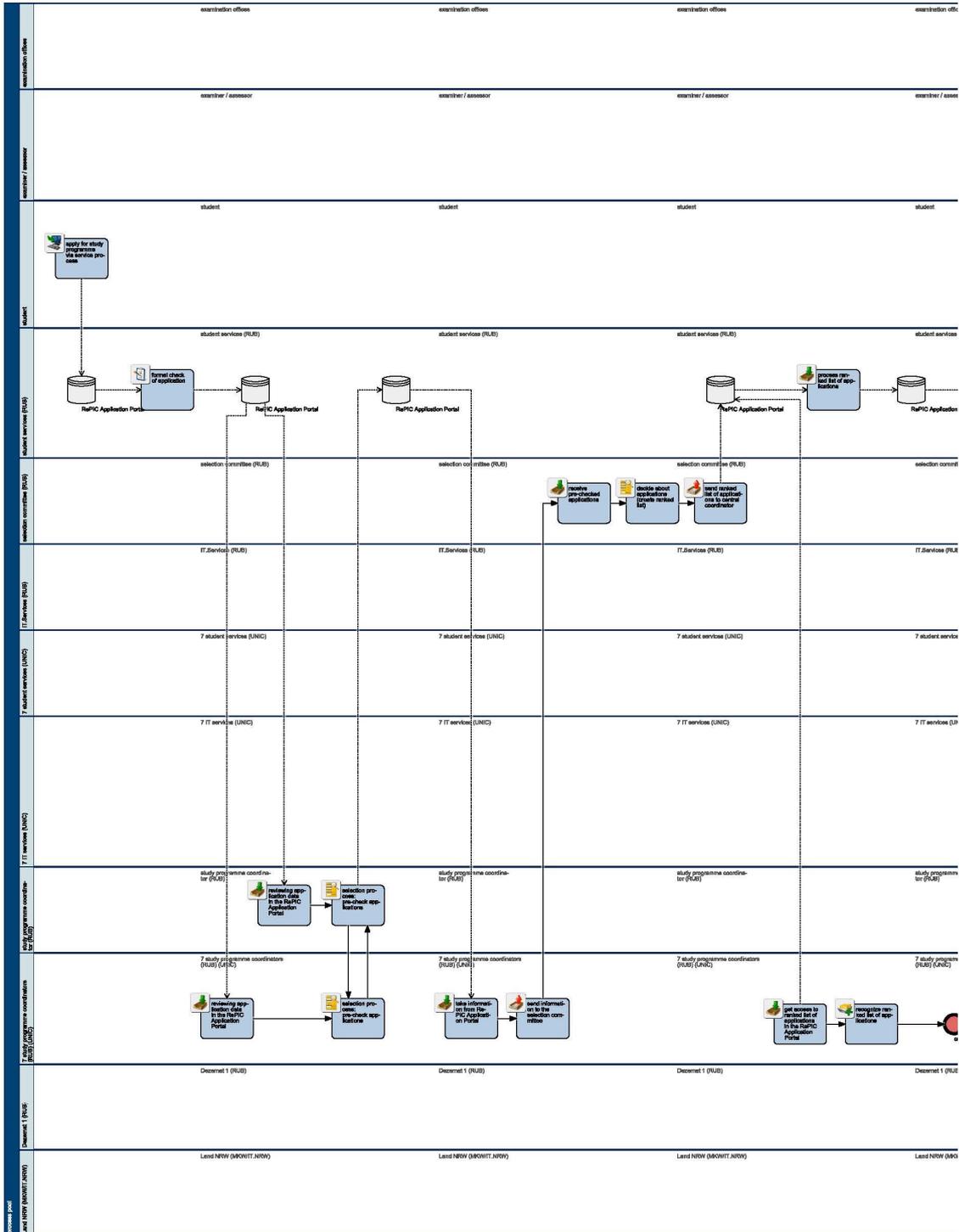
	Academic Staff	Function	Admin. Staff	Function
RUB	Matthias Falke	Central Coordinator of RePIC	Ivana Lazic	Admission Office
	Dennis Edler	Dean of Studies of the Faculty of Geography	Peter Kardell	Student Services
UCC	Jason O'Shaughnessy	Academic Coordinator	Barry O'Connor	Student Affairs/Admission
	Denis Linehan	Academic Coordinator	Eleanor Fitzgerald	Student Affairs/Admission
			Claire Crowley	IT Services
Deusto	Samiha Chemli	Academic Coordinator	Isabel Muñoz San Ildefonso	Jefa de Secretaría
			Sonia de Pablo Sendin	Erasmus Projects Management Unit
EUR	Lasse Gerrits	Academic Coordinator	Carolien Hennekam	
	Merav Kaddar		Rianne Nieuwdorp	
			Ilse Maan	
			Miranda Storm-Weltens	
		(Ms) Ni Wang	student affairs officer; representing IHS and provide input from our perspective and regulations	
KU	Dr. Aslı Günay,	Academic coordinator	Ms. İnci Dursundağ	Graduate School admin coordinator
			Ms. Irmak Taştan Kaplan	Graduate School admin coordinator
ULiège	Hubert Maldague	Academic Coordinator	Eva Agelakis	IT/data management unit of the registration department
			Julie Duysens	Management of requests

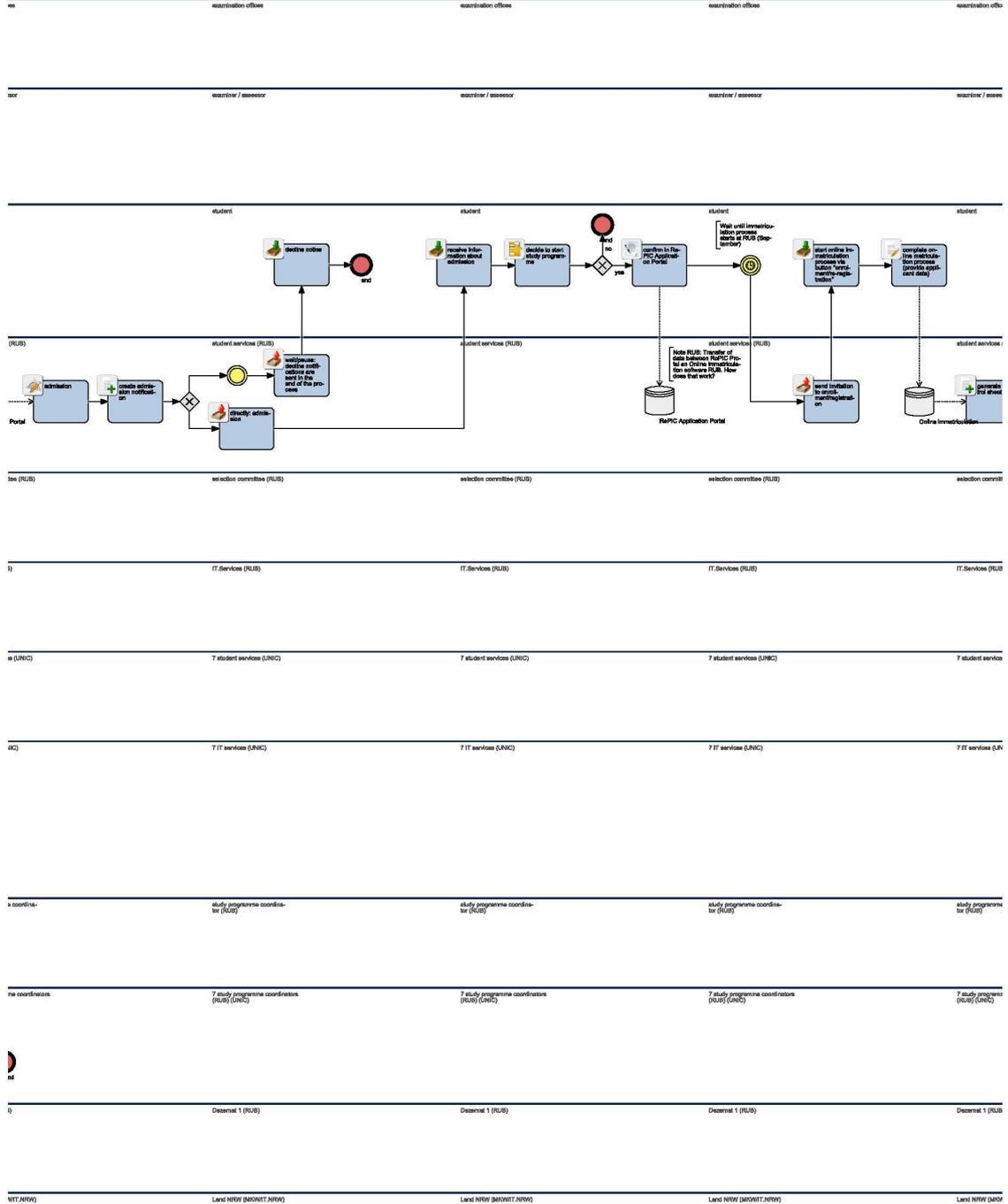
				from students of the Faculty of Science
			Christophe Gérouville :	Management of requests from students of the Faculty of Science
Oulu	Helka-Liisa Hentila	Academic Coordinator	Anni Annunen	Solution designer
			Sanna Pusula	Solution designer, admissions
			Anne Talvio	Head of developmet (admissions), Academic Affairs
			Anita Pirilä	Lead Specialist, Academic Affairs
UZG	Mirela Krešić	Vice-Dean for Teaching, Mobility, Students and Study Programmes	Milena Mikulić	Head of Student service
			Sanja Storjak	
			Tihana Delak	

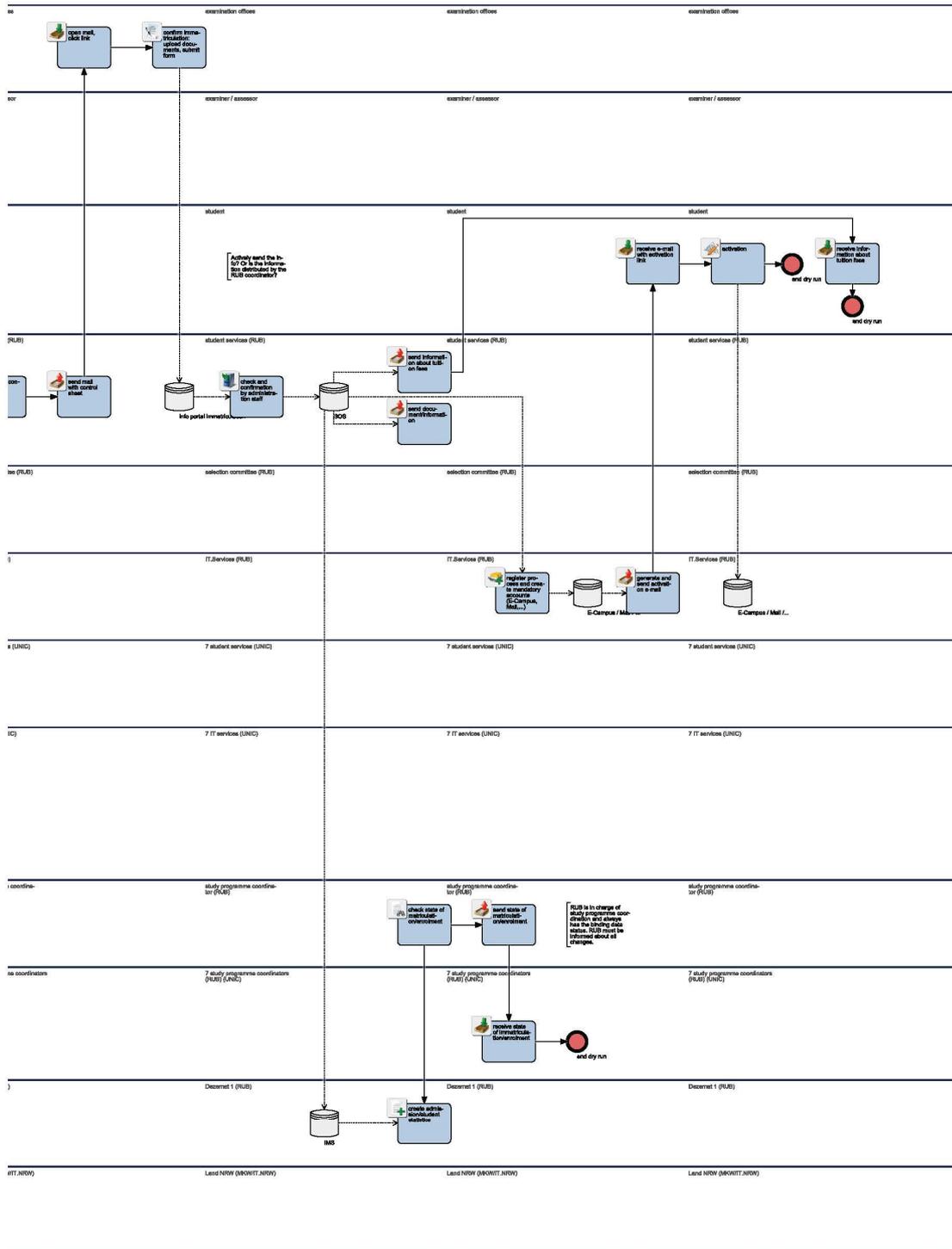
2.6 Sub-process „From Application to Enrolment”



Dry Run - Joint 8



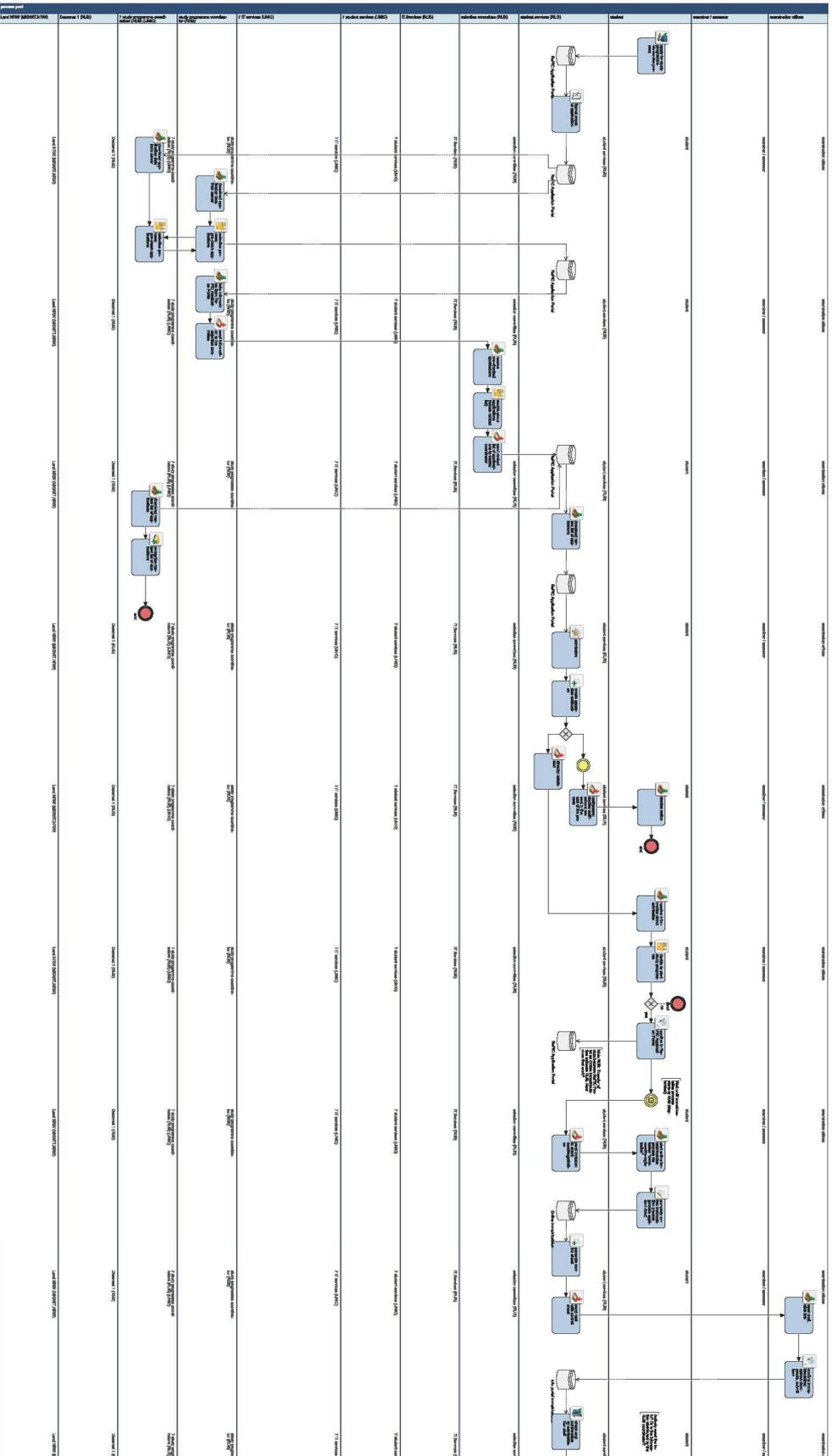




Annex: Joint Process “From Application to Graduation”



UNIC Joint-8-Study Programme (Student view) (English)



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Ruhr-Universität Bochum
NEU Gesamtarbeitsbereich RUB

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