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## *Proposal Evaluation Criteria for the division of an academic unit*

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### **Part A: Methodological approach**

The most common academic unit relating to this process is the Department. From now on, this document will refer to the Department, but the criteria and procedure can easily be applied to other academic units, as well. Proposals for the division of a Department result in either the establishment of new Departments or the absorption of part or parts of the Department under division by other existing relevant Departments of the Institution. Therefore, two possibilities are created, as the case may be:

- a) The drafting of a proposal for the establishment of a new Department, which should be evaluated based on the "Proposal Evaluation criteria for the establishment of a new Department" as decided by the HAHE and is listed below this document (Part B).
- b) The drafting of a proposal for a radical change or reform of the Study Programme of an existing Department, which should be addressed as a subject of re-accreditation of the existing study programme with the changes that occurred during the absorption. The re-accreditation is conducted according to the scheduled time of the process repetition.

### **Part B: Proposal evaluation criteria for the establishment of a new Department**

#### **1. Academic nature and mission**

- The nature and mission of the new Department should be determined.

#### **2. Academic development strategy**

- The academic development strategy of the new department should be presented. This strategy should emerge from the investigation of the factors that influence studies and research in scientific field (SWOT Analysis, strengths, weaknesses, opportunities, risks).

#### **3. Establishing the purpose of establishment**

The purpose of establishment of the new department should be justified on the basis of:

- the needs of the Economy, national and regional (economic sectors, employment, supply-demand, expected academic and professional qualifications),
- comparison with other national and international study programmes in the same scientific field,
- state-of-the-art developments,
- the existing academic map. In particular, it should be explained how the proposed Department differs from the existing ones and how it is affected by the current state of the academic map in this scientific field.

#### 4. Establishing the viability of the new Department

Infrastructure, human resources, funding opportunities, services and resources should be mentioned, in terms of:

- educational and research infrastructures (buildings, halls, laboratories, equipment, etc.)
- staff (existing and new, by category, specialty, grade and laboratory). Especially, as for academic staff, a specific timetable should be given in order to fill the necessary positions for Faculty Members and the commitment of School and Institution for their concession for a five-year period.
- funding (possibility of funding from public and non-public resources)
- services (institutional, department / student support, digital, administrative, etc.)

#### 5. Structure of Studies

The structure of studies should be presented, and more specifically:

- **The organization of studies:** To which categories do courses belong? How are they distributed among semesters? What is their correspondence with the European Credit Transfer System (ECTS)?
- **Learning process:** It should be explained how the student-centered approach is ensured (ways of teaching and student assessment beyond traditional methods)
- **Learning outcomes:** The knowledge, skills and abilities that are acquired by graduates and the professional rights that are awarded should be mentioned.

#### 6. Number of Admissions

- The proposed number of admissions over a five-year period should be specified.
- Any equivalent Departments in other HEIs where students have the right to be admitted through transfer from / to the proposed Department should be mentioned.

#### 7. Research

- Research priorities in the scientific field, opportunities for interdisciplinary research, challenge to new knowledge, possible research collaborations, etc. should be mentioned.

#### 8. Quality assurance

- The quality assurance policy and goal setting should be stated, as resulted from the Institution's internal and external evaluation processes until today.

### Part C: Documentation of Institutional Request

The documentation of institutional request must be accompanied by the following:

**a. The questionnaire at hand filled in with the requested information**

**b. A justified explanatory report by the Quality Assurance Unit, which will take into account the above "Proposal Evaluation Criteria for the establishment of a new Department" and**

**c. An updated Strategic Plan of the Institution that will include its suggested academic restructuring, due to the planned establishment of new Department/s (an updated SWOT analysis at Institutional level).**