



Quality assurance policy for the Danish Accreditation Institution

Quality assurance policy is the Danish Accreditation Institution's overall tool to ensure and develop high quality in our key activities. Our quality assurance policy is supported by a number of sub-policies, descriptions of procedures, guidelines and templates.

Our quality assurance policy supports the organisation's vision that:

- The Danish Accreditation Institution contributes to developing the quality of programmes through transparent processes and clearly communicated accreditation reports and council decisions that identify specific quality issues and promote quality improvements.
- The Danish Accreditation Institution conducts analyses and communication activities ensuring that the knowledge we gather from accreditation and from other national and international experiences with regard to quality assurance can inspire continued development, not only for the individual institution, but for the entire higher education sector and society.

Moreover, our quality assurance policy reflects the Danish Accreditation Institution's values and our obligations pursuant to the Act on the Accreditation Institution for Higher Education (the Accreditation Act), the Public Administration Act and the European Standards and Guidelines for Quality Assurance in Higher Education.

Allocation of responsibilities and organisation of quality work

The management of the Danish Accreditation Institution has the overall responsibility for implementing the quality assurance policy and for developing the policy as necessary within the organisation and society. Moreover, management is responsible for ensuring the necessary resources to implement quality assurance activities.

The Danish Accreditation Institution's four secretariats each have a specific role in the quality assurance of the organisation's work.

The Council Secretariat is primarily responsible for tasks related to ensuring professional council management as well as transparency and independence in the work by the Accreditation Council.

The Management Secretariat is primarily responsible for ensuring that we communicate clearly and that we live up to the financial and administrative requirements placed on modern government bodies.

The area for Professional, Vocational and Maritime Institutions (PEM) is primarily responsible for ensuring high-quality accreditation reports and accreditation pro-

Januar 2016

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cesses for university colleges, academies of professional higher education and maritime educational institutions.

The area for Universities and Educational Institutions of Arts and Culture (UNIK) is primarily responsible for ensuring high-quality accreditation reports and accreditation processes for universities and artistic educational institutions.

Professional employees

Employees at the Danish Accreditation Institution have the relevant qualifications and provide professional service. This is ensured through clear employment procedures, a thorough induction programme, collaboration, professional discussions and knowledge-sharing as well as continued skills development.

Efficient administrative processes

The Danish Accreditation Institution ensures efficient operation of the organisation and that the organisation lives up to current regulations with regard to financial management, data management, processing of accreditations and digital archives.

Qualified and competent experts

We ensure high quality of our work through qualified and competent experts.

Experts are recruited according to fixed procedures ensuring that the panels cover relevant expert perspectives, employer perspectives and student perspectives. Thus all panels possess in-depth knowledge about the educational standards of the programmes, the labour market, a pedagogical and didactic insight into the structure of the programmes, and knowledge about the institutions' work on quality.

All experts receive training that provides them with knowledge about the accreditation system, the Danish educational system, the accreditation criteria and the allocation of responsibilities between experts and accreditation officers.

Uniform processing of educational institutions

The Danish Accreditation Institution ensures consistent and uniform processing by assessing all programmes and educational institutions on the basis of pre-defined criteria. We ensure our own independence from institutions, ministries and other stakeholders through transparent processes and high standards.

Moreover, consistent analyses are ensured through fixed procedures for site visits and preparation of accreditation reports. The assessment criteria as well as all pre-



vious reports and decisions are available to the public; this ensures transparency in our work.

Furthermore, we ensure that the distinctive features of the institutions and programmes are taken into account through dialogue with the institutions and through experts with relevant knowledge about the sector.

Internal and external feedback mechanisms to ensure continued improvement of our work

The Danish Accreditation Institution ensures high quality in our work and continued improvement through internal and external feedback mechanisms.

Internal feedback takes place between the employees themselves and between employees and management. We ensure continued improvement of our work by building on experiences, working together across disciplines, and sharing knowledge across the organisation.

We ensure the impact and efficiency of our work through feedback from external stakeholders. We receive this feedback through dialogue and through targeted evaluations by educational institutions, experts and the Accreditation Council.

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Communication with relevant stakeholders

The Danish Accreditation Institution ensures relevance and transparency in our work through clear and open dialogue with relevant stakeholders. Through this dialogue, we keep ourselves updated on trends in the education sector and ensure that our processes and methods are continuously adapted.

January 2016