

# **ETS QUALITY ASSURANCE**

## **Code of Practice**

### **1. Standards**

ETS has put in place effective arrangements to maintain academic standards, as defined by the Dublin descriptors, and to enhance spiritual life and ministerial opportunities for students being prepared for Christian ministry.

### **2. Confidentiality**

From the first application, all official documents relating to a student are kept in a personal student progress file, which is kept securely in the Dean's office. Confidentiality is maintained at all times to ensure data protection.

A student's academic progress is monitored at the end of each semester and a GPA of 2.0 or more is needed to complete a program of study.

### **3. Accreditation**

Quality management at ETS focuses on the provision of proof that the education offered is "fit for purpose," i.e. of a quality to satisfy the stringent examinations of external assessors such as accreditation agencies, government departments, denominations and school boards.

ETS is a member of the ECTE and accredited by the ECTE, which does not grant degrees but certifies comparability. The Advanced Certificate in Christian Ministries is held by the ECTE to be comparable to an EQF Level 6 qualification. The accreditation body requires an annual report and revisits each five years to ensure that standards are upheld.

Master degrees at ETS are taught in conjunction with Lee University, Cleveland, TN, USA. Lee University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 1866, Southern Lane, Decatur, Georgia 3033-4097, USA, to award baccalaureate, master and education specialist degrees. In Germany, both MA degrees offered at ETS are accredited by Evalag.

### **4. Selection, admission and induction of students**

Admissions procedures will be clear, consistently applied and will demonstrate equality of opportunity. ETS publishes the admissions procedure and forms on its website.

The student must demonstrate an adequate proficiency in the English or German language to be able to use this as the language of instruction.

Admissions decisions will involve at least two senior members of the ETS faculty.

Only appropriately qualified students with a clear calling for ministry and supported by academic and character references will be admitted.

The responsibilities and expectations placed on students are set out in the ETS Student Handbook.

## **5. Assessment**

Students will be assessed by faculty in at least two different ways per course. These will be displayed on the course syllabi accompanied by assessment criteria. Learning outcomes will be specifically listed in the course syllabus, and each learning outcome will be assessed during the course.

Grades will be submitted to the Dean's secretary no later than two months after each course and kept in the Student Progress File. The Dean and the President will then analyze the overall results. Student progress will be assessed by the faculty at the end of each semester.

ETS has clear procedures in place to deal with cheating, plagiarism and other disciplinary issues.

## **6. Evaluation**

Students have the opportunity to evaluate each faculty member by means of an objective and subjective instrument shortly before the end of the semester or course. These evaluations will be summarized and the summaries scrutinized by the Dean and the President.

A meeting with each faculty member will be arranged to discuss the evaluations and in particular any concerns. The teacher will be invited to suggest changes and improvements in response to the evaluations, both to teaching and learning methods, to the syllabus and module. A memo will be placed on the individual teacher's personnel file and the class speakers informed.

The evaluation forms are a means of assessing the quality of the teaching and the fulfilment of the intended learning outcomes. The evaluations are on record as a means of assessment and accountability, demonstrating fitness of purpose to the external stakeholders.

## **7. Student representation**

ETS enables student representation with class speakers and a school speaker present at meetings with faculty, where they may raise issues relating to the quality and delivery of the education.

The Class Speakers' Meeting will be informed of responses to the evaluation procedure, and this will be contained in the Minutes,

This enables transparent dealing; the school speaker is also present at disciplinary committee meetings.

A written and oral complaints procedure is in place which enables fair and robust investigation.

## **8. The learning environment**

The students are the internal stakeholders, and ETS is committed to providing the best possible learning environment, enhancing learning outcomes and improving the interface between the student and lecturer.

An open office culture has always existed at ETS, and students have access to the lecturers during office hours. This serves to improve the interface and encourages verbal interchange. Responsibility for the learning experience is shared by student and teacher alike and promoted by the senior management. Learning aims to transform the students by improving their capabilities and empowering them through enthusiasm, acquisition of expertise and attaining excellence.