BSBI
School of Business and Innovation

BSBI Policy
VERSION 1.0

Quality Assurance Policy

BSBI School of Business and Innovation

CONTENTS

Preamble 2

Abbreviations and Definition of Key Terms 2

Aim and Objectives 3

Scope 4

Quality Standards 5

Internal Quality Management Procedure 5

QA Steering Committee 6

Academic Council 7

Faculty Council 8

Course Board 8

General 9

Preamble

BSBI School of Business and Innovation (BSBI) is a multi-faculty state-accredited institution committed to imparting high-quality higher education academic programmes (courses) in collaboration with prestigious university partners. Since its inception, the institution has achieved remarkable growth in terms of student enrolment and number of academic programmes.

BSBI's quality assurance system integrates the academic standards of partner universities and ensures efficient implementation of quality assurance within the institutional context. 'Institution-wide stakeholder engagement' and 'continuous quality improvement' form the foundational pillars of the BSBI quality assurance system. This document provides details of the internal quality assurance principles and procedures, guiding the overall internal quality assurance system.

Abbreviations and Definition of Key Terms

I. Academic Council: Academic Council of BSBI School of Business and Innovation

II. BSBI: BSBI School of Business and Innovation

III. Courses: Academic degree programmes having specific credit and leading to the award of a degree, diploma or certificate.

IV. Course Board: Course Board of an academic degree being offered at BSBI School of Business and Innovation

V. Chief Academic Officer: Chief Academic Officer of BSBI School of Business and Innovation

VI. Dean of the Faculty: Dean of the Faculty of BSBI School of Business and Innovation

VII. Examination and Assessment Officer: Examination and Assessment Officer of BSBI School of Business and Innovation

VIII. Faculty Council: Faculty Council of the respective faculty of BSBI School of Business and InnovationIX. Head of Academic Operations: Head of Academic Operation of BSBI School of Business and Innovation

IX. Head of Academic Operations: Head of Academic Operation of Berlin School of Business and Innovation

X. Faculty: Academic Faculty of BSBI School of Business and Innovation

XI. Programme Coordinator: Programme Coordinator of Berlin School of Business and Innovation,

XII. Provost: Provost of BSBI School of Business and Innovation

XIII. QA: Quality Assurance

XIV. QA Steering Committee: Internal Quality Assurance Committee of BSBI School of Business and Innovation

XV. Term: Academic Term of 12-week duration

1. Aim and Objectives

The main aim of the BSBI QA Policy is to provide a systematic procedure for internal quality assurance based on an institution-wide Plan-Do-Check-Act (PDCA) quality management approach. More specifically, the Policy aims to:

A. Establish a culture of continuous quality improvement in all the activities of BSBI.

B. Improve performance through quality improvement as per stakeholder expectations.

C. Enhance stakeholder satisfaction through continuous dialogue, engagement and action.

D. Provide clear procedural guidelines for quality assurance with a focus on service quality and alignment to institutional vision and mission.

2. Quality Assurance Principles

The BSBI quality assurance system is based on Plan-Do-Check-Act (PDCA) quality management approach, which follows the following quality assurance principles:

A. Collaboration: Collaborative approach in defining and maintaining quality standards in all our academic and support activities.

B. Stakeholder Engagement: Participation of relevant stakeholders in quality assurance processes and procedures.

C. Continuous Improvement: Continuously striving to raise standards to achieve excellence through systematic continuous improvement

D. Transparency: Clear communication of quality standards and processes to all concerned stakeholders.

E. Shared Vision: Developing a quality culture through a shared vision and common understanding of standards, expectations and desired improvements.

3. Scope

BSBI's QA Policy will apply to all academic and support activities related to the design, development and delivery of academic programmes (courses) at BSBI. The policy will complement the relevant academic quality assurance policies of the respective partner universities in such a manner that it helps operationalise the quality assurance system of the partner university in the specific context of BSBI.

The policy will cover the following academic and support activities:

A. Reviewing and reporting of learning outcomes of courses and modules (units) with consideration of emerging industry trends and global standards

B. Programme study material review and improvement

C. Classroom teaching-learning, including implementation of the BSBI didactic model

D. Institution-industry interface activities for better student engagement with external stakeholders

E. Examination and assessment methods

F. Assignments and examination paper quality

G. Assessment, grading and academic performance measurement

H. Student satisfaction

I. Faculty selection and performance review

J. Faculty capacity building and training

K. Research and publication-related activities

L. Outreach activities and academic events like workshops, conferences and sweminars

4. Quality Standards

A. The standards provided by the partner university will be followed for academic quality standards.

B. The QA Steering Committee can develop a set of standards for performance improvement.

C. All internal standards related to academic and support activities will be developed by the QA Steering Committee and approved by the Provost and Chief Academic Officer.

5. Internal Quality Management Procedure

A. The Dean of the Faculty will be responsible for maintaining academic standards in the respective faculties.

B. In consultation with the Head of Academic Operations, the Dean of the Faculty will ensure classroom teaching and learning quality.

C. The Examination and Assessment Officer, in consultation with the Dean of Faculty and through the faculty member(s)/subject experts concerned, will ensure the quality standards for Assessment and Examination-related issues. The role of the Examination and Assessment Office will be mainly to ensure the technical and procedural aspects of the quality assurance process while the academic aspects will be ensured by the assigned faculty member (s) (or special committee created for this).

D. All quality-related issues will be reported to the QA Steering Committee as well as the Academic Council.

E. The decision of the Provost and Chief Academic Officer will be final for any urgent internal quality-related matter.

F. The Faculty Council will hold regular meetings, at least once a week.

G. The Course Board will hold regular meetings, at least once every term.

H. The council of student representatives will meet regularly with the Dean of the Faculty during the academic session, at least twice a month.

I. Student satisfaction will be measured through surveys conducted by the Programme Coordinator's office.

J. There will be regular meetings of the Dean of the Faculty with the team concerned with the partner university at least once a month.

6. QA Steering Committee

A. The main function of the QA Steering Committee will be overseeing the internal quality assurance process for academic and support services activities. This will be mainly related (but not limited) to planning, measuring, analysing and correcting the quality performance in teachinglearning, examination and assessment-related issues.

B. The QA Steering Committee will comprise of:

Provost (Chairperson)
All Deans of the Faculties (Member)
Heads of other Academic divisions like Certificate Programme, English Department, Research Unit (Member)
Head of the Academic Operations (Member)
Examination and Assessment Officer (Member)
Personal Assistant of the Provost (Non-Member Secretary)

C. The QA Steering Committee will meet at least twice a month.

D. All proceedings of the QA Steering Committee meeting will be recorded in the prescribed template and will be circulated to all members within three days of the meeting.

E. The decisions of the QA Steering Committee will be communicated to the Academic Council and other bodies of the institution, as per the implementation requirements.

7. Academic Council

The main function of the Academic Council will be overseeing operational academic issues, including academic quality. The committee will suggest effective measures to improve the quality of teaching, learning, examinations and assessment operations.

A. The Academic Council will comprise of:

Provost (Chairperson)
All Deans of the Faculties (Member)
Heads of other Academic divisions like Certificate Programme, English Department, Research Unit (Member)
Head of the Academic Operations (Member)
Examination and Assessment Officer (Member)
Personal Assistant of the Provost (Non-Member Secretary)

B. The Academic Council will meet at least once in a month.

C. All proceedings of the Academic Council meeting will be recorded in the prescribed template and will be circulated to all members within three days of the meeting.

D. Minutes of the Faculty Council meetings will be reported in the Academic Council meeting.

E. Minutes of the QA Standing Committee will be reported in the Academic Council Meeting.

8. Faculty Council

A. The main function of the Faculty Council will be to ensure the implementation of the plans suggested by higher bodies of the institution at the respective faculty level. The committee will also help plan quality assurance-related initiatives at the faculty level

B. The Faculty Council will comprise of:

   Dean of the Faculty (Chairperson)
   All Vice Deans of the Faculty (Ex Officio, Member)
   Three (03) faculty members, to be nominated by the Dean of the Faculty for one year (Member)
   Examination and Assessment Officer/Representative (Member)
   Vice Dean nominated by the Dean (Member Secretary)

C. The Faculty Council will meet at least once a week.

D. All proceedings of the Faculty Council meeting will be recorded in the prescribed template and will be circulated to all members within three days of the meeting.

E. The main decisions of the Faculty Council will be reported to the Academic Council.

9. Course Board

A. The main function of the Course Board will be to ensure the quality of teaching, learning, examination and assessment for the given course.

B. The Course Board will also facilitate organising regular meetings of faculty members who are teaching the same unit/module.

C. The Course Board will comprise of:

   Faculty member nominated by the Dean (Chairperson)
   Representative of the partner university (Observer – optional depending on the university policy)
   Student representatives nominated by the Student Coordinator (preferably one from each ongoing term/year) (Member)
   One faculty member nominated by the Dean (Member Secretary)
   Examination and Assessment Officer/Representative (Member)

D. The Course Board will meet at least once during an academic term.

E. All proceedings of the Course Board meeting will be recorded in the prescribed template and will be circulated to all members within ythre days of the meeting.

F. Course Board decisions, depending on the nature and scope, will also be reported to the QA steering Committee and/or the Academic Council.

10. General

A. The duration of all the committees/boards/councils will be as specified at the time of the constitution.

B. Any changes in this document can be made only upon approval of the Provost and Chief Academic Officer.

BSBI School of Business
and Innovation GmbH

Alte Post
Karl-Marx-Straße 97-99
12043 Berlin, Germany
+49 305 85840959
info@berlinsbi.com
berlinsbi.com