

European Theological Seminary

Internal Quality Assurance Policies and Procedures

This document describes the ETS key quality assurance policies. At ETS, there is a commitment to developing a culture in which quality and quality assurance are recognized as vital to the future of the seminary and its learning environment.

ETS has a set of processes in place to ensure that quality will be experienced consistently in all aspects of the seminary's operations, with the aim of continuous improvement and raising standards. The seminary is committed to quality improvements that are learner focused with a positive impact on the learner experience. This will be reflected in the quality of teaching, learning, grading and assessment, the living and learning environment, and the services and operations of the seminary.

The faculty and staff, in conjunction with the student body, ensure that the ETS Mission Statement is accurately represented in the curriculum, the program profile and the learning outcomes. This, in turn, reflects the courses' academic and research development, as well as the needs of the internal and external stakeholders by pursuing an effective internal quality assurance system for the study programs.

External quality assurance provides proof that the education offered is of a quality to satisfy the stringent examinations of external assessors such as accreditation agencies, government departments, denominations and school boards. Systematic documentation is in place to support this and ensure that the education offered is of a quality to satisfy the expected and given requirements of the external stakeholders. ETS will produce graduates, equipped and skilled to serve the current needs in the Christian church and society.

Policies on establishing, reviewing, revising and approving academic integrity policies

Admission requirements

Generally, applicants

- must be at least 18 years old
- must have successfully completed 12 years of formal schooling
- must demonstrate adequate English language skills (B1 or higher)

The application process consists of two steps:

1. The applicant completes the application form on the ETS website, uploads the required documents, and pays the application fee. The application is then received by the Secretary of the school.
2. The applicant is invited to an interview. This is conducted by the Admissions Committee – comprising the president, the academic dean, and at least two faculty members – usually via a virtual platform.

The criteria assessed during this interview include **academic and intellectual ability, personal qualities and motivation, spiritual life, and the calling to ministry** as well



as **life in the community** and other related questions. The Committee will review the results and make a decision.

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

Monitoring of admission criteria

The Admissions Committee reviews the application criteria every three years, once a cohort of students has graduated, to determine whether the criteria are attracting the desired applicants and whether the intended learning outcomes are being achieved.

Student assessments

Students will be assessed by faculty in at least two different ways per course, e.g. exams, term papers, etc. 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.

Scholastic records of each student are reviewed at the end of each semester at a meeting of all faculty members. The educational continuance of each student is determined at this meeting.

If a student at the end of the first, third, or fifth semester has an insufficient grade average (as noted below), he/she will be placed on academic probation. The student has until the end of the second, fourth, or sixth semester to improve the grade average. If the student does not improve his/her record, the school has the right to dismiss the student from the Seminary.

- a. A grade point average of 1.5–2.0 at the end of the first and second semesters.
- b. A grade point average of 1.75–2.0 at the end of the third or fourth semester.
- c. A grade point average of 1.9–2.0 at the end of the fifth semester.

Student grade reports are available within two months of the end of each semester.

The academic dean meets with each student once per semester for the purpose of academic advising and tracking.

Graduation requirements

Students who are completing any academic program must have a 2.0 grade point average to graduate.

The final exam for the Advanced Certificate in Christian Ministries consists of a senior paper in the student's chosen emphasis of study and an oral exam. The senior paper will be graded by two examiners based on clear evaluation criteria. The final grade of the senior paper is determined based on their respective grades.

During the oral exam, the student will be asked several questions, e.g., about the paper's content, the motivation for choosing that specific topic, and its relevance for the 21st century.



Policies on evaluating and developing of the school's fulfillment of vision

Student feedback mechanisms

The involvement of students is essential to inform the development of programs, the level of student support, and the overall learning experience. This is achieved through representation at various levels and in valuing them as partners in the ongoing development and quality management of their programs and reflected in Christian standards of behavior.

Once a month, the student class speakers are given the opportunity to provide feedback and present the concerns and suggestions of the student body during the faculty and staff meeting. The faculty and staff then discuss these and make appropriate decisions.

At the end of each academic year, students evaluate Student Services using a survey form. The form includes questions about support from the Student Affairs Office, custodial services, the kitchen and dining services, the library, dormitory supervision, and technical support.

Additionally, students submit course and teacher evaluations at the end of each semester (see next paragraph).

Once a year, the president meets with each student to discuss the student's education and personal development.

Teacher assessments and development processes

At the end of each semester, all students submit an anonymous evaluation form for each course and teacher. In the evaluation process, students assess if the learning outcomes, both general and specific, have been appropriately covered by the courses offered and properly examined as set out in the course syllabi.

Additionally, each semester, classroom observations are conducted by colleagues, who provide feedback using an observation form.

At least once per semester, faculty development sessions are held, addressing different topics, informed by the evolving needs of faculty and students, program priorities, and broader trends in education.

Teachers are encouraged to participate in ongoing professional development activities and training events either arranged or hosted by ETS or outside the seminary.

Twice per academic year, the academic dean meets with each teacher to discuss student and peer evaluations, as well as the teacher's professional development, goals and needs – using the Professional Activity Contract (PAC) and the Professional Activity report (PAR).

Staff review policies

Specific requirements for each employee are outlined in the HR Manual and in the job descriptions. The HR Manual covers the responsibilities of ETS and its employees regarding workplace regulations.

The house manager meets with individual staff members on average once a week to discuss tasks and provide feedback. At the end of each academic year, the house manager holds an official one-on-one meeting with each staff member to discuss their satisfaction and personal development. The evaluations submitted by students regarding student services are considered during these meetings.

Process for assessing fulfillment of stated aims and objectives

The ETS Board meets biannually, abides by Christian principles of integrity and is committed to providing effective governance and good financial practice. The board seeks to provide quality oversight and service to the seminary. It follows an evidence-based approach and involves external stakeholders in the governance of the institution. This includes evaluating a wide range of qualitative and quantitative factors, as well as careful planning for the future that takes into account both short- and long-term visions. Internal QA is addressed by inviting department heads and key faculty to give reports to the board and to answer questions.

Stakeholder feedback mechanisms

Pastors and supervisors at field ministry and semester practicum sites provide feedback to ETS at the end of each semester, using a feedback form.

Course and curriculum review processes

Procedures are in place to ensure that study programs are well-designed, undergo periodic reviews, and are monitored.

The guidelines and procedures are designed to ensure that the study programs:

- comply with national laws and regulations as well as European standards, seminary and faculty policies in terms of the structure and content, the administrative processing and the ongoing work of the faculty
- implement the European standards and guidelines
- are periodically revised and reviewed
- meet competency goals, fulfill learning outcomes, and ECTS credits, etc.
- provide guidelines on GPA and pass rates, and course evaluations
- provide feedback on the students' evaluations

A faculty sub-committee periodically reviews the curriculum and analyzes new course proposals. These will be presented to the faculty for approval. All changes in the curriculum must be in line with the objectives of the seminary and approved by the board.

External quality assurance

The undergraduate program is accredited by the ECTE. Courses offered at the seminary reflect the standards required by the accreditation body, in terms of teaching qualifications, ECTS credit counting, learning and evaluation procedures.

An annual report is submitted to the accreditation agency, which includes demonstrating fulfillment of requirements and/or recommendations as well as significant changes in personnel or policy.

Accreditation reviews are conducted every five years by the accreditation agency. The main purposes of these reviews are to:

- evaluate and confirm the academic standards of awards within a subject area,
- evaluate the quality of learning opportunities,
- ensure the effectiveness of the systems in place to manage quality assurance and promote quality enhancement,
- support reflective evaluation, and
- enable and encourage the sharing of good practice.