tropEd Accreditation Procedure Guideline

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Background:

Within the tropEd Network the internal accreditation of courses offered by member institutions is a central activity. Courses are submitted tot he tropEd secretariat by the use of provided templates for advanced modules or core courses. The procedure is supported by an accrediation handbook. This Accreditation Procedure Guideline will not be a stand-alone document, but integrated into the accreditation handbook.

This addendum became necessary, as the former procedures were developed for presence assemblies. As assemblies are now also taking place online, and an agreement was made in the GA in the year 2021 in the light of the COVID-19 pandemic that the course accreditation in subgroups should take place online and outside of the GA itself, this modification became necessary.

Preparation of course accreditation sheets by member institutions

This remains unchanged, the course sheets are to be provided by the course representative by email to troped secretariat using the most up-to-date sheets (always immediately to be downloaded from the member area on [www.troped.org](http://www.troped.org)), submission as word documents only. Submission deadline is generally 4 weeks prior to the first day of the consecutive GA.

Virtual accreditation environment

The secretariat does an initial rough check: most recent sheet version used? Sheet filled completely?

In preparation of the consecutive GA, an online file resource is created by the secretariat (in 2021: google drive, embedded in [www.troped.org](http://www.troped.org)). There, the courses are uploaded by the secretariat in separate accreditation groups. A course list spreadsheet is prepared on the same resource, where courses are grouped. EC members are then asked to choose one group each to chair. The groups comprise one EC member, plus all course representatives of the courses in the group. In addition, members that are participating in the GA that do not represent courses to be accredited are allocated to the groups, first by own selection, later for those that have not chosen yet by the secretariat. A minimum of two reviewers have to be available to review one course. The allocation of reviewers to each course is done by the secretariat using spreadsheets. The forming of accreditation groups has to be finalized no later than three weeks prior to the first day of the GA.

The reviewers are asked to review their allocated course(s) prior to the group meeting. The EC member of each group is responsible for calling in an online meeting where all group members can share their review findings, followed by a defence by the course representative. The final findings need to be documented in one final version of the course sheet, with comments and suggestions in track-change mode, and the section “Review” filled in with the key comments to be resolved, including date, names of reviewers, and the final category awarded. This document is then to be renamed to be able to differentiate from the original file (e.g. by adding “\_reviewed” to the file name) and uploaded again onto the online file resource by the group’s EC member. The category is to be filled into the course overview spreadsheet. This reviewing procedure is to be finished no later than 3 days prior to the first day of the GA.

At the GA, the results of the accreditations are read out by the secretariat, if needed accompanied by brief explanations by the groups’ EC members.

The reviewed course sheet versions are then available to the course representatives to be downloaded from the online file resource (availability 4 weeks). The modifications to the course sheet should then be executed by the course representative within the reviewed sheet version with review comments kept in track-change; and the modifications by the course representative again in track change mode. This course sheet with review comments and modifications in track change have the to be submitted by the course representative to the troped secretariat via email, in order to be discussed at the next EC (if category 2) or GA (if category 3) meeting. Once accepted as category 1, the final course sheet in accepted clean version is sent by the secretariat to the course representative, with the date of acceptance noted in the course sheet. The course database is updated directly by the secretariat, and the course sheets (both track-change and clean versions) will be saved on the secretariat server.