



ASIIN e.V. · Postfach 10 11 39 · 40002 Düsseldorf

Ms Tian Wenju  
University of Shanghai for Science and Technology  
(USST)

**via E-Mail**

Postfach 10 11 39  
40002 Düsseldorf

Tel.: +49 211 900977-18  
Fax: +49 211 900977-19

E-Mail: hermes@asiin.de

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Unser Zeichen  
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Durchwahl, Name  
-18, Dr. Siegfried Hermes

Datum  
08.08.2013

### **Accreditation Visit: Ba Optoelectronic Engineering**

Dear Ms Wenju,

we hereby confirm the date and the schedule of the accreditation visit at your institution. The accreditation team would like to visit your institution on

**Wednesday, 23 October 2013  
from 09:00h until 17:30h**

**Thursday, 24 October 2013  
from 09:00h until 17:30h**

in order to discuss the degree programmes under review with the rectorate, programme coordinators, professors and other academic staff as well as students.

Appendix 1 provides an overview of the **draft schedule** of the visit. We kindly ask you to provide us with information about the location where the meetings will be held and who will participate in the meetings from your side (via email to [hermes@asiin.de](mailto:hermes@asiin.de)). In line with international good practice of “peer-review” the auditors will have the option to change, increase or limit the discussion partners – and may do so even during the on-site visit.

We would also kindly ask you to provide us with a room for the internal preliminary discussion of our auditors at your institution on 23 October 2013 at 09:00h. Please let me know the directions for this room.

During the accreditation visit, a representative selection of **exams and final theses** should be provided to the members of the accreditation team to give them an indication of the competences the students achieve in the course of their studies. It is important the auditors can see from the documents whether the exams and theses are considered to be good, average or low quality, and likewise according to which criteria of assessment the respective evaluation has been carried through.

Appendix 2 provides you with information on the **members of the accreditation team**. The composition of the audit team is still subject to the confirmation (appointment) by the Accreditation Commission of ASIIN which will be made within the next days. According to the General Criteria of ASIIN, institutions seeking the accreditation of degree programmes are entitled to request the replacement of members of the accreditation team if they have good reason to assume that they may not be impartial or not appropriately qualified for the subject areas in question. In this context we would like to point out that each member of the accreditation team must sign a declaration of confidentiality and impartiality for each accreditation visit. Please direct all questions concerning the accreditation team to the ASIIN Central Office.

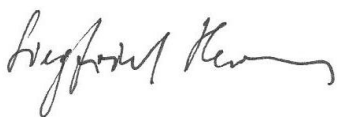
Since **lunch breaks** are often used for internal discussion of the accreditation team, we would appreciate if you could provide a light lunch for the peers on 24 October 2013.

Would it also be possible to provide a light lunch on 23 October 2013 at 12:45h? Thank you very much for your support!

Concerning the **further course of the accreditation process**: After the on-site visit the accreditation team will prepare a preliminary report which will be submitted to your institution together with the request for a statement from your side. The report may also contain a list of required additional submissions. Based on the statement issued by your institution and – if applicable – on the additional submissions the accreditation team will then prepare a final recommendation which is submitted to the relevant Technical Committee. The decision about the accreditation and requirements and recommendations is taken by the Accreditation Commission which takes into account the recommendations of the accreditation team and the Technical Committee but is not bound by them. The Accreditation Commission is convened four times a year at the end of each quarter; the Technical Committee meets two to three weeks before that date.

Please do not hesitate to contact me in case you need any further information.

Best regards



**Appendices**

## Accreditation Visit – Schedule

### Tuesday – 22 October 2013

Arrival of the peers in the afternoon and transfer to the hotel

*Participants:* Representative(s) of USST; Peers and ASIIN staff member

Issues: First preliminary meeting of peers at the hotel, dinner at the hotel;

*Participants:* Peers and ASIIN staff member

### Wednesday – 23 October 2013 (First Day of Audit Visit)

09.00 – 09.15

**Arrival and welcome by the administration of the University**

*Participants:* Representatives of USST; Peers and ASIIN staff member

09.15 – 12.45

**Preliminary Meeting of Peers at the University (Continuation)**

*Participants:* Peers and ASIIN staff member

12.45 – 14.00

Lunch break (at the University, if possible)

Internal discussion of the peers

*Participants:* Peers and ASIIN staff member

14.00 – 15.30

**Opening Meeting with Program Coordinators and Representatives of the Rectorate of the University**

*Participants:* Representatives of the Rectorate, Programme Coordinators; Peers and ASIIN staff member

*Issues:* Further development of the university; position of the programs in the context of the university; profile of the programs and perspectives of further development as viewed by the rectorate

Studies and teaching at the participating institutions; staff (currently and planned development); cooperations; perspectives of further development; equipment; communication and coordination; organization of studies and management of teaching; quality assurance

15.30 – 15.45

Break (internal discussion of the peers)

15.45 – 17.30

**Meeting with Program Coordinators**

*Participants:* Programme Coordinators; Peers and ASIIN staff member

*Issues:* Educational goals; curriculum; course of studies; contents and methods of teaching; counseling and support for students; organization of exams; study results; relevance for the labor market

17:30

End of first day

## Thursday – 24 October 2013 (Second Day of Audit Visit)

- 09.00 – 10.30      **Meeting with Students from different years, students' organizations (if applicable)**  
*Participants:* Students of the degree programme; Peers and ASIIN staff member  
*Issues:* Educational goals and study program; contents of study; organization of study; exams; counseling and support for students; conditions of study; study abroad
- 10:30 – 10:45      Break, internal discussion of the peers
- 10:45 – 12:15      **Visitation of Participating Institutes and Laboratories**  
*Participants:* Programme Coordinators, Teaching Staff; Peers and ASIIN staff member  
*Issues:* This item should include the option of further discussions with representatives of the participating institutes, the rectorate and the administration to address open questions and ask for additional information.
- 12:15 – 13:15      Lunch Break  
Internal discussions of peers  
*Participants:* Peers and ASIIN staff member
- 13:15 – 14:00      **Inspection of module exams, theses and final exams**  
*Participants:* Programme Coordinators; Peers and ASIIN staff member
- 14:00 – 15:30      **Meeting with Teaching Staff**  
*Participants:* leading professors of the degree programme/teaching staff; Peers and ASIIN staff member  
*Issues:* Curriculum; course of studies; contents and methods of teaching; counseling and support for students; further qualification of professors and other teaching staff
- 15:30 – 17:00      Final internal discussions of the peers  
*Participants:* Peers and ASIIN staff member
- 17:00 – 17:30**      **Final Meeting with Program Coordinators and Representatives of the Rectorate**  
*Participants:* Representatives of the Rectorate; Programme Coordinators; Peers and ASIIN staff member  
*Issues:* Summary of the impressions of the peer group; opportunity for final explanations by the HEI in case of unclear matters
- 17:30                      End of the on-site visit

## Friday – 25 October 2013

Return of the peers (Transfer to the Airport)

Appendix 2

**Accreditation Team for the visit at University of Shanghai for Science and Technology (USST),  
Ba Optoelectronic Engineering**

on 23 and 24 October 2013

**Peers**

Prof. Dr.-Ing. Walter Anheier	University of Bremen
Prof. Dr.-Ing. habil. Theodor Doll	University of Mainz
Prof. Dr. rer.nat. Andrea Koch	University of Applied Sciences Hildes- heim/Holzminden/Göttingen
Dr. rer.nat. Alfred Schulte	Bosch Group

**Representative from ASIIN Office:** Dr. Siegfried Hermes