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## *Proposal Evaluation Criteria for the Establishment of a New Department*

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### **1. Academic nature and mission**

- The nature and mission of the new Department should be determined.

### **2. Academic development strategy**

- The academic development strategy of the new department should be presented. This strategy should emerge from the investigation of the factors that influence studies and research in scientific field (SWOT Analysis, strengths, weaknesses, opportunities, risks).

### **3. Establishing the feasibility of establishment**

The purpose of establishing a new department should be justified:

- based on the needs of the Economy, national and regional (economic sectors, employment, supply-demand, expected academic and professional qualifications),
- based on comparison with other national and international study programmes in the same scientific field,
- based on state-of-the-art developments,
- based on the existing academic map. In particular, it should be explained how the proposed Department differs from the existing ones and how it is affected by the current state of the academic map in this scientific field.

### **4. Establishing the viability of the new Department**

Infrastructure, human resources, funding opportunities, services and resources should be mentioned:

- in educational and research infrastructures (buildings, halls, laboratories, equipment, etc.)
- in staff (existing and new, by category, specialty, grade and laboratory). Especially, as for academic staff, a specific timetable should be given to fill the necessary positions for Faculty Members and the commitment of School and Institution for their concession for a five-year period.
- in funding (possibility of funding from public and non-public resources)
- in services (institutional, Departmental / student support, digital, administrative, etc.)

### **5. Structure of Studies**

The structure of studies should be presented, and more specifically:

- **The organization of studies:** In which categories do courses belong to? How are they distributed among semesters? What is their correspondence with the European Credit Transfer System (ECTS)?
- **Learning process:** It should be explained how the student-centered approach is ensured (ways of teaching and evaluation of students beyond traditional methods).
- **Learning outcomes:** The knowledge, skills and abilities that are acquired by graduates and the professional rights that are awarded should be mentioned.

## 6. Number of Admissions

- The proposed number of admissions over a five-year period should be specified.
- Any equivalent Departments in other HEIs with the right to transfer from / to the proposed Department should be mentioned.

## 7. Research

- Research priorities in the scientific field, opportunities for interdisciplinary research, challenge of new knowledge, possible research collaborations, etc. are necessary to be mentioned.

## 8. Quality assurance

- The quality assurance policy and goal-setting should be stated, as resulted from experiences of internal and external evaluation of the Institution until today.

### ***Documentation of Institutional Request***

The documentation of institutional request must be accompanied by the following:

***a. The questionnaire at hand filled in with the requested information***

***b. A reasoned explanatory report of Quality Assurance Unit, which will take into account the above " Evaluation Proposal Criteria for the Establishment of a New Department" and***

***c. An updated Strategic Plan of the Institution that will include its suggested academic restructuring, due to the planned Establishment of new Department/s (an updated SWOT analysis at Institutional level).***