GUIDELINES FOR IQA IN UNIVERSITIES

Group 5 Team

GUIDELINES FOR INTERNAL QUALITY ASSURANCE

1   Policy and procedures for the assurance of quality and standards of their own programmes and awards.

- Commit themselves to the development of a culture which recognizes the importance of quality and QA

- To achieve this HEIs have a strategy for continuous enhancement of quality.

2   For programmes and awards should have formal mechanisms for the

- Design and content
- Approval procedures
- Periodic reviews (every 5 years)
- Montoring of progress

-    achievement of students,

-    regular feedback from employers.

3 Assessment of students

- Designed to measure achievement of ILOs.

- Be appropriate for their purpose

- Using published criteria (handbooks, by-laws, course specification)

- Regulations and procedures applied consistently

- Students clearly informed about the assessment strategy

- Verification checks to ensure accuracy of procedures

Quality of teaching staff

- have the necessary skills and experience to transmit their knowledge and understanding effectively to students

- can access feedback on their own performance

- opportunities for continuous professional development
  - Teaching skills
  - Research skills
  - Student counselling
  - Ethical practices

5 Learning resources and student support to ensure that

- Adequate and appropriate
- Readily accessible
- Designed with students' need in mind
- Be routinely monitored for improving the effectiveness of the services

6. Information systems to collect, analyse, and use relevant information for the effective management of their programmes of study and other activities.

- Student progression and success rates

- Employability of graduates

- Student satisfaction with their programmes

- Effectiveness of teachers

- Profile of student populations

- Learning resources available.

7 Publish up-to-date information about programmes and awards

- Programmes on offer

- ILOs of programmes

- Qualifications they award

- Teaching, learning, assessment procedures they use

- Profile of current student population

- Learning resources and opportunities available

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