

Quality Assurance Guide

Business Administration & Economics & Political Science

The British University in Egypt

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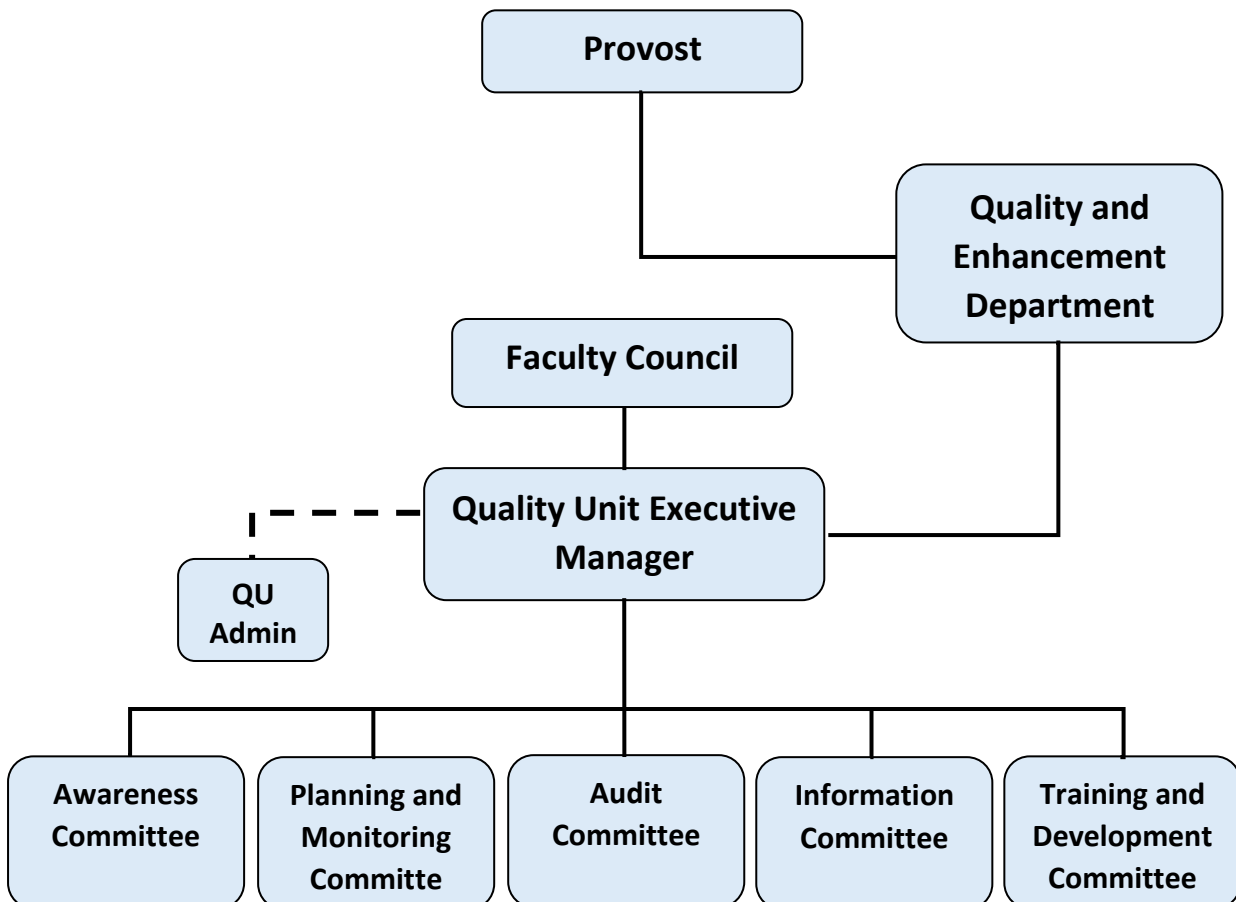
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1. Introduction

1.1 Mission.

To ensure the achievement of quality standards in all aspects of the educational process, coordinate and evaluate the effectiveness of Institutional Capacity in serving the educational process, and to achieve faculty goals.

1.2 Quality Unit Structure.



1.3 Quality Unit Management Board

- QU Executive Manager
- Members:
 - Awareness committee Coordinator
 - Planning and Monitoring committee Coordinator
 - Information committee Coordinator
 - Training and development Committee Coordinator
 - Audit committee Coordinator
 - 2 admin staff representatives
 - 4 student representatives
- Quality Admin

2. Principles of Quality Assurance

2.1 Objectives.

- 1- To promote and enhance quality through the development of collective self-critical and self-reflective attitude.
- 2- To ensure that quality standards are met, promote quality development, detect problem areas, and document quality work.
- 3- To raise awareness and promote a quality culture across the Faculty.

- 4- To provide technical support to enable the faculty of BAEPS. To meet the standards and requirements of NAQAAE.
- 5- To support development processes and the continuous enhancement of educational effectiveness and institutional capacity.
- 6- To coordinate the successful delivery of quality assurance functions that align with the university's vision and mission statements.

2.2 Processes.

- 1. Implement quality assurance and accreditation set by the board of directors to ensure the execution of the strategic plan.
- 2. Set policies and plans that easily align the objectives of the unit to the overall strategic objectives and mission of the faculty.
- 3. Develop reliable mechanisms to ensure the highest quality systems and procedures to achieve these operations within the faculty.
- 4. Compile publications and releases of quality assurance programs.

5. Self-regulation and assessment to prepare a self-study report and conduct analysis of strengths and weaknesses to take corrective action with respect to strategic planning.
6. Create a database and integrated file of all programs and the courses offered by the college to comply with local and international quality standards.
7. Document all information and documents required for the quality assurance processes.
8. Participate in the formulation and development of a system for monitoring and assessing the academic and administrative performance according to the academic standards.
9. Prepare qualifying plans for the adoption of the National Authority standards for quality assurance and accreditation of education.
10. Promote excellence in the different areas of activity within the faculty.

3. Responsibilities and Tasks.

3.1 Quality Executive Manager

- 1- Develop and implement the Quality strategy.
- 2- Developing quality assurance policies.

- 3-** Implement and monitor all Quality Assurance systems.
- 4-** Review existing procedures and communicate them to internal stakeholders.
- 5-** Plan and supervise the preparation of the self-study report, annual performance reports.
- 6-** Coordinate and ensure the effectiveness of quality sub-committees.
- 7-** Represent the QAU in all official committees and councils.
- 8-** Represent the faculty in NAQAAE meetings and events.

3.2 Awareness committee

- a) Raise awareness about NAQAAE Accreditation procedures among academics, admins and students.
- b) Organize periodical Workshops about NAQAAE Accreditation and standards.
- c) Plan and conduct activities to promote students participation in quality activities.
- d) Plan and conduct activities to communicate with stockholders.
- e) Prepare materials to be used in awareness activities.
- f) Prepare Informative materials about quality activities.

3.3 Planning and Monitoring committee

- a) Set plans for annual assessment activities to be included in the annual quality cycle.
- b) Prepare annual assessment reports.
- c) Develop annual development & enhancement action plans
- d) Review quality procedures and policies
- e) Set Monitoring and Evaluation Indicators for quality activities.
- f) Prepare periodical reports about the achievement of quality objectives and the corrective actions taken.
- g) Follow up the implementation of action plans and quality cycle.
- h) Measure and evaluate the impact of quality activities.
- i) Prepare an annual report on the unit activities and submit to the Quality unit Manager.

3.4 Information committee

- a) Participate with the quality unit manager in setting the policies relating to quality unit information and data systems and networks.

- b) Establish and manage data and information base to meet the data needs and requirements for all the different quality activities and committees.
- c) Design the appropriate data collection tools for each case.
- d) Analyse the information using appropriate scientific means.
- e) Keep all files, documents, questionnaires, photos, and meeting minutes.
- f) Create and update the information about the Quality Assurance Unit on the website.

3.5 Training and Development Committee

- a) Identify the training needs of the internal sub-committees in the quality unit.
- b) Prepare the annual training plan of the quality unit.
- c) Conduct workshops about quality for faculty staff.
- d) Measure the impact of training activities.
- e) Prepare the necessary reports.
- f) Keep records of all training activities.
- g) Prepare an annual report on the training activities.

3.6 Audit committee

- a) Review all materials produced by the quality unit. This includes review and audit for the following:
- Quality Plans.
 - Quality Reports.
 - Annual Assessment Report.
 - All published materials.
 - Faculty self- study.
- b) Review and audit the documentation of the self-study.