

F. VII On the organization and the operation of the Internal Quality Assurance Commission

F. VII. 1. Internal Quality Assurance is the assurance of quality during the academic, scientific research, cultural and social activities of the academic staff, students, as well as all administrative and financial activities of UET.

F. VII. 2. The Principles upon which the Internal Quality Assurance is created are:

F. VII. 2. 1. The conception of a clear and real image of the current situation of UET in the given moment;

F. VII. 2. 2. The establishment of an Internal Quality Assurance system and the creation of a quality culture in the institution;

F. VII. 2. 3. Assurance of the transparency with the aim at informing all partners and wider public opinion on the performance of UET, its Commission s, programmes, curricula, services etc.

F. VII. 3. Aims of IQA

F. VII. 3. 1. The continuous growth of the management quality of UET, through creation and implementation of policies, strategies and contemporary procedures as well as the engagement in all organizational and managerial levels;

F. VII. 3. 2. Continuous application of UET philosophy on implementing an academic programme that is in accordance conceptually and chronologically with the purposes of UET;

F. VII. 3. 3. Continuous growth of the quality of students' formation by offering them most contemporary teaching knowledge, methods and techniques, by enhancing students in being more critical and proactive in opinion sharing on current issues.

F. VII. 4. Objectives of IQA

F. VII. 4. 1. Continuous monitoring of the institution's management;

F. VII. 4. 2. Continuous follow up of the situation of study programmes, and their implementation, revision and update, through the creation and improvement of the official mechanisms of performance, periodical evaluation and the monitoring of the programmes and diplomas;

F. VII. 4. 3. Continuous follow up of the quality of the academic staff and the assistants, as well as their qualifications;

F. VII. 4. 4. Continuous monitoring of the teaching process and students' assessment process and the preservation of its quality;

- F. VII. 4. 5. Continuous follow up of the scientific research process in the institution;
- F. VII. 4. 6. Monitoring of the inclusiveness of the students in the everyday activity of the institution;
- F. VII. 4. 7. Follow up of the cooperation of UET with other academic and nonacademic institution, both at national and international level;
- F. VII. 4. 8. Expansion of the internal quality assurance system in all organizational levels of the institution.
- F. VII. 5. Responsible Structures for the Internal Quality Assurance are
- F. VII. 5. 1. Hierarchical Organizational Structures (governing bodies and authorities) of UET;
- F. VII. 5. 2. Internal Quality Assurance Commission - IQAC, through the assessment of the efficacy of the activities that are being held at UET, targeting the continuous improvement of quality.
- F. VII. 6. Internal Quality Assurance Commission - IQAC
- F. VII. 6. 1. IQAC is established at university level. Its members are proposed by the Rector and approved by the Senate of the University.
- F. VII. 6. 2. Internal Quality Assurance Commission is comprised by the Head of the Commission, one representative of the lectures of each Faculty, one representative from the facilitating academic staff, or administrative, one representative from the Students Council, as well as at least one external expert.\
- F. VII. 6. 3. The Head of Commission is proposed by the Rector and approved by the President. The members are proposed by the deans of respective faculties and are approved by the President. The functioning of the IQAU is regulated with a separate regulation.
- F. VII. 6. 4. Selection criteria of the members are as following:
- a. Professional competences;
 - b. Unbiased
 - c. Possibility of accessing and collecting the information necessary for evaluation
 - d. Necessary level of knowing the members of the Commission
 - e. The member shall not be part of the governing authorities of UET.
- F. VII. 6. 5. Evaluates periodically the efficacy of the teaching, research or artistic activities as well as the efficacy of the administrative and financial activity of the institution. Each member of IQAC prepared the

evaluation report on the monitored activity [format F. VII. 6.]. The Summary Report of Evaluation is prepared by the Head of IQAC or the delegated members by him.

F. VII. 6. 6. IQAC has operational autonomy and access in institutional data.

F. VII. 6. .7 Head of IQAC participates regularly in Rectorate meetings.

F. VII. 7. Relations of IQAC and UET with APAAL

F. VII. 7. 1. IQAC builds cooperating relations with APAAL and in accordance with it, creates a contact and institutional visits plan.

F. VII. 7. 2. IQAC creates and maintains continuously the relations with institutions participating in the European Network of Quality Assurance, which based on the Rectorate's decision, can be invited to conduct the external evaluation of UET.