

QAINAL

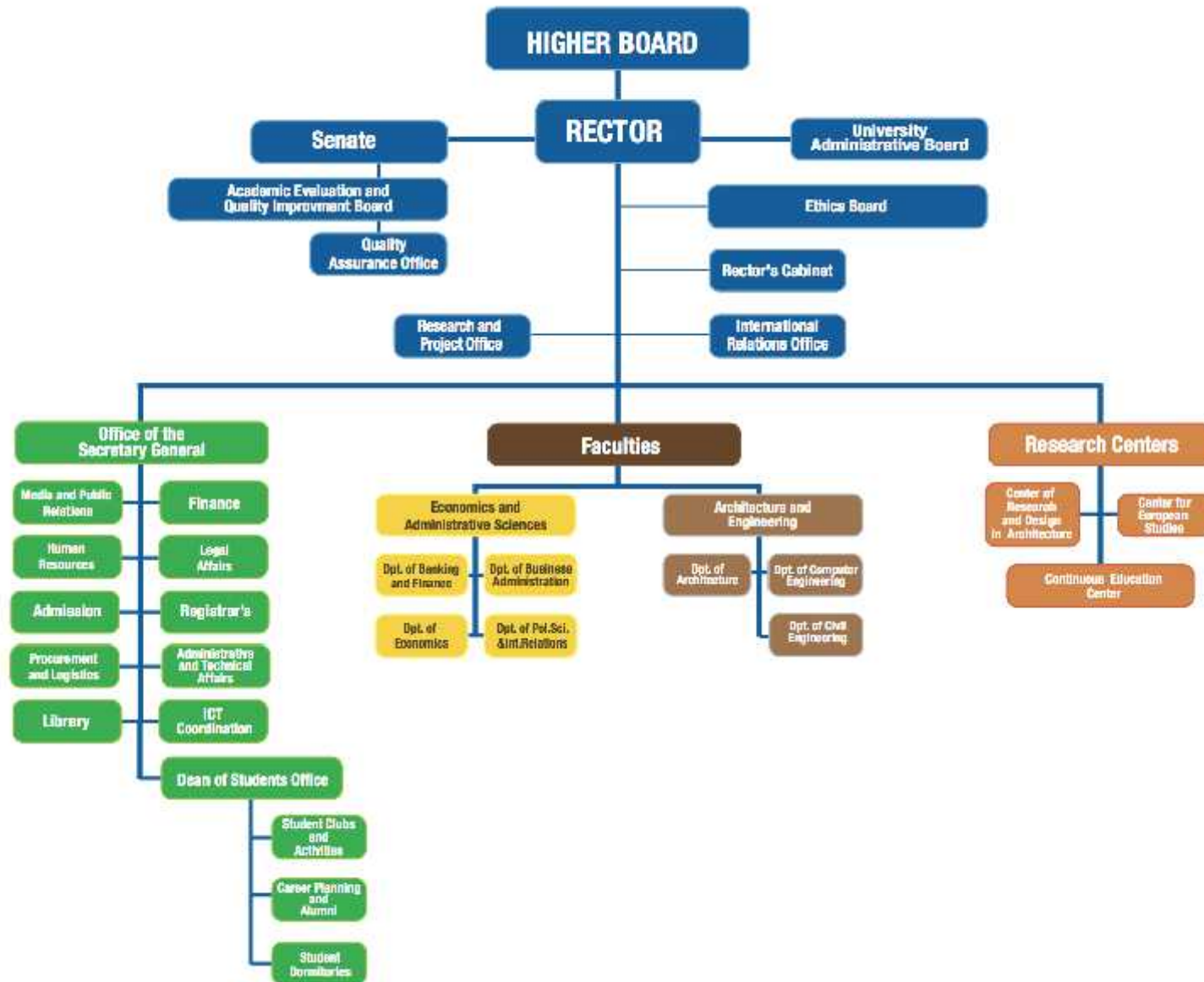


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Participation of administrative staff in the internal quality assurance and accreditation processes at Epoka University

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Organizational chart of Epoka University



Academic Evaluation and Quality Improvement (AEQI) Board /

AEQI Board represents the central unit of the Internal Quality Assurance System at Epoka University;

Performs the administration of all work in this context and the publication of results on the academic and administrative services evaluation;

Administers the work in the context of internal evaluation in the University and supervises the preparation of the self-evaluation report.

Academic Evaluation and Quality Improvement (AEQI) Board /

- Coordinates the fulfilment of the internal control of standards;
- Prepares the Action Plan of Internal Control and if necessary defines the new standards for the University;
- Defines the mission and vision of the University as well as the short-term, mid-term and long-term strategic objectives of the University;
- Develops improvement activities and periodic monitoring of all the institution.

Composition of the AEQI Board

The members of the AEQI Board are appointed by the Senate for a period of two years.

The AEQI Board consists of:

members of academic staff from the two Faculties holding the "PhD" degree;

members from the administrative staff;

the head of the Student Council;

alumnus;

external expert.

Role of Administrative staff in the accreditation process

The Department Coordinator participates as a member of Internal Evaluation Groups (IEGs) which are established to draft the Internal Evaluation Report (IERs) for the accreditation of the respective study program;

The Department Coordinator is an administrative member of the department.

Role of Administrative staff in the accreditation process

The Department Coordinator particularly assists the IEG with the:

- provision of the curricula and course syllabi of the study program;
- provision of data regarding the participation of staff and students in conferences, research projects and similar scientific activities;
- provision of data regarding the scientific publications of staff members;
- provision of supporting materials and evidences.

Role of Administrative staff in the accreditation process

In the framework of the accreditation processes, the Office of the Secretary General conducts coordinating meetings with all the units under his competences in order to assist the IEGs with data for the preparation of the IERs.

Role of Administrative staff in the accreditation process

Administrative units do collaborate by filling in their respective section of the process such as;

Human Resources Office – staff sections;

Registrar's Office – students section;

Administrative and Technical Affairs Office – Infrastructure;

Finance Office – finance section;

Dean of Students Office - students activities section;

Library – Resources in Library, Online Library;

Information and Communication Technologies Coordinating (ICTC) Office – logistics and information technology (IT);

Research and Project Office – projects;

International Relations Office – student exchange, staff mobility;

Rector's Office – Institutional and legal aspects.

ISO 9001: 2008 certificate on Quality Management Systems

In January 2010, Epoka University obtained the ISO 9001: 2008 certificate on Quality Management Systems.

To supervise the correct implementation of all processes and procedures provided by ISO, Epoka University has established the Internal Audit Group which currently is composed by fourteen members – full – time administrative and academic staff.

Internal Audit Group

The Internal Audit is performed periodically twice a year, which ensures the implementation of the processes and procedures of the institution.

The Internal Audit Group conducts periodic audits in each academic and administrative unit of the University, as well as prepares the Internal Audit Report, which is shared with the Rector's Office and related units in order to fill the gaps identified and solve the problems observed in the respective units.

The relevant units are given a certain time to improve on the recommendations.

Quality Assurance Office

Order to ensure the well-functioning of the Quality Assurance - related activities, the Quality Assurance Office (QAO) has been established as an administrative unit under the AEQI Board.

Periodically evaluates the results of teaching and research activities in the main units of the University, in accordance with the quality standards;

Conducts tracking research to evaluate the progress of student employment and the effectiveness of the study programs offered by the University;

At the end of each semester, before the exams season, organizes the survey questionnaire on the quality of teaching for each study program for each subject;

Performs other duties that are charged by the AEQI Board;

The Quality Assurance Office has access to all records of the institution.



Thank You !

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