

QAINAL

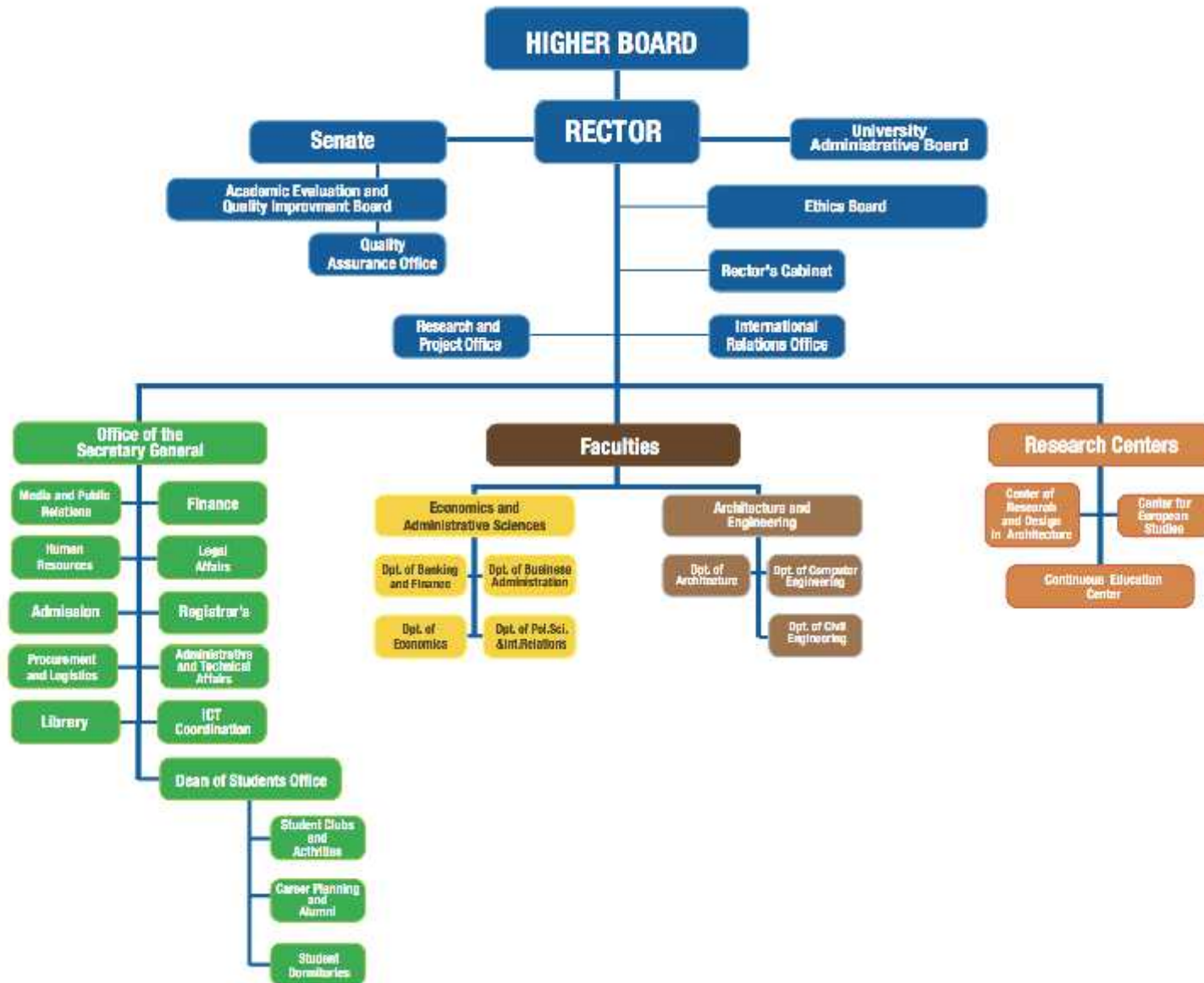


[epoka.edu.al](http://epoka.edu.al)

# **Involvement of students in the internal quality assurance and accreditation processes at Epoka University**

February 15, 2017, Tirana, Albania

# 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 prepares or 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

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The members of the AEQI Board are appointed by the Senate for a period of 5 years.

The AEQI Board consists of:

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

Two members from the administrative staff (**currently one member from DoS**);

**One member from the head of the Student Council;**

One alumnus;

One external expert.

# Dean of Students Office and the accreditation process / 1

Dean of Students Office is an administrative unit that:

Facilitates and coordinates the involvement of students in extra-curricular activities which are conducted by Student Clubs as well as the University itself.

Coordinates the conduct of the Student Satisfaction Survey on campus life, accommodation, catering, transportation as well as quality of services provided by the respective administrative offices.

Coordinates the participation of students in internships during their studies at companies and institutions with whom the University maintains official relations.

Keeps and updates the database on alumni and also maintains and further develops relations with alumni through the organization of alumni reunion activities.

Oversees the procedures on the election of the Student Council as well as Student Clubs and also ensures that these bodies comply with the rules and regulations of the University.

## Dean of Students Office and the accreditation process / 2

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The Dean of Students Office assists the IEG with the:

- Provision of data and information regarding the participation of students in Student Club activities, student conferences, Open Forums, workshops and similar activities;
- Provision of data and information regarding the participation of students in internships during their studies;
- Provision of data and information regarding the academic and professional careers of alumni after their graduation.

## of students in the accreditation process / 1

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Students are always represented at the Internal Evaluation Groups (IEGs) in the network of the accreditation processes.

The head of Student Council is a member of the IEG for the institutional accreditation.

A student representing all students enrolled in the particular study program is a member of the IEG for the accreditation of the study program



## of students in the accreditation process / 2

### Student Representative in the IEG:

Provides comments, suggestions and feedback on the content of the Internal Evaluation Report (IER).

Coordinates and facilitates the communication between the IEG and the student community in order to ensure the full involvement of students in the drafting of the IER.

The student representative and all other students fill in the questionnaire submitted directly to them by APAAL during the external evaluation stage.

The student representative and all other students participate in the meeting held with the external experts commissioned by APAAL during their site visit at the University in the framework of the external evaluation stage.

## of students in the quality assurance process / 1

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At the end of each semester, students fill in a questionnaire for each course by evaluating 14 elements with regard to the conduct of the course by the lecturer.

Students can also provide qualitative comments and feedback on the said lecturer.

Students fill in the questionnaire anonymously through the electronic system.

All students are required to fill in the questionnaire in order to be able to see the Final Grade of the respective course.

## of students in the quality assurance process / 2

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Based on the results of the survey, all lecturers are ranked on a Faculty- and department-basis.

The Head of Department and dean have access to the results concerning the staff of their respective units.

The results of the survey are also evaluated by the AEQI Board and the related recommendations are transmitted to the respective Head of Department and dean.

# Instructor Course Evaluation Form for each semester

## QUESTIONS

- The outline and objectives of the course were presented clearly in the syllabus.
- The textbook and/or reading materials were helpful for understanding the subject matter.
- The course increased my knowledge and interest in the subject matter.
- The methods of teaching in this course were appropriate.
- The instructor was well prepared for the lectures.
- The instructor demonstrated concern regarding my progress.
- The instructor was available to give help outside the class.
- The instructor came to class on time.
- The instructor attended the classes regularly.
- The instructor made appropriate use of course materials (textbook, supplements, etc.) to teach the subject matter.
- The instructor used the language of instruction effectively.
- The instructor graded my work fairly.
- The instructor had effective dialogue with the students during the class.
- The instructor engaged and motivated the class very well.



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Thank You !

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