

Epoka University
Quality Assurance Office

Main tasks

The Quality Assurance Office (QA Office) is an administrative unit under the Academic Evaluation and Quality Improvement Board (AEQI Board) of the Epoka University.

The primary purpose of the QA Office is to establish formal quality review procedures, to ensure that Epoka University meets its statutory obligations and is aligned appropriately with the national, European and International standards and requirements for quality assurance.

Based on the provisions of the Statute of University, the competences of the Quality Assurance Office are:

1. periodically evaluates the results of teaching and research activities in the main units of the University, in accordance with the quality standards.
2. conducts tracking research to evaluate the progress of student employment and effectiveness of the study programs offered by the University.
3. at the end of each semester, before the exams season, organizes the student questionnaire on the quality of teaching for each study program for each subject.
4. performs other duties that are charged by the AEQI Board.
5. the Quality Assurance Office has access to all records of the institution.

The main functions and responsibilities are as follows:

- To support the work of the AEQI Board in its function to maintain and further develop quality system and culture within the Epoka University.
- To assist the University to implement the national requirements in the field of quality assurance.
- To advise the University to adapt to best practices in the field of quality assurance.
- To maintain and review teaching improvement system within the Epoka University.
- To develop new quality assurance procedures.
- To be aware of international developments in the field of quality assurance and advise the AEQI Board of these developments.
- To advise and assist units of the University in carrying out quality assurance procedures.
- To assist units of the University with the preparation and evaluation of strategic plans of the university and of the departments.
- To prepare and to assist other units of the University with the preparation of the quality assurance reports.
- To assist the University in its preparations for institutional and program based internal and external evaluation reports.