By-law of Quality Assurance Centre

1. Legal issues

The Quality Assurance Centre was established by the decree No. 196/10/د . ص dated 13/01/2017, which was issued by Al Andalus University president. The main aim of the centre is to enable the faculties of Al Andalus University for Medical Sciences to meet quality requirements and standards, as well as to obtain both national and international accreditation.

2. Statement(s) of vision, mission and values

2.1. Vision

To be one of the best national quality assurance and accreditation centres for the development and application of innovative quality initiatives in the higher education sector.

2.2. Mission

Fostering the success of the university faculties in obtaining accreditation from an internationally recognised institute through preparing them to meet the necessary requirements, and promoting excellence in learning through quality programmes.

2.3. Values

– Accountability: we ensure that our work is based on trusted sources and is in the best interest of the university stakeholders.
– Integrity: we value civic standards, ethical practices and honest communication.
– Enthusiasm: we relentlessly pursue excellence.
– Respect: we value differences and treat others with civility and openness.

3. Aims of QA Centre:

– Suggest quality-related strategies for continuous improvement and excellence.
– Promote institutional and public confidence in the academic standards of the faculties and university as a whole.
– Formulate strategies, policies, procedures and practices for the university faculties.
– Promote the culture of quality within the university.
– Form quality assurance office in each faculty.
– Prepare the faculties for accreditation.
– Develop policies and guidelines on teaching evaluation, programme review and student assessment.
– Support individual staff development, performance improvement and opportunities for innovation in teaching.
– Develop appropriate qualitative and quantitative measures of performance of teaching and learning, taking into account national and international recommended practices, and monitoring and reviewing their use.
– Define the university's mission, vision and goals.
– Organize a programme for training academic and administrative staff for TQM.
– Archive everything that is quality- and accreditation-related at the university.

4. Organisational structure of the QA Centre

The QA Centre consists of the Administrative Apparatus (head of the Supervising Committee, members of the Supervising Committee (two members) and a secretary) and the related QA Offices at the university faculties, as shown in the flowchart below. In addition, part-time consultants are hired when needed.

4.1. Responsibilities of the head of Supervising Committee

The head of Supervising Committee represents the university in all the activities related to quality and accreditation. He/she reports to the university vice president for scientific affairs. The main responsibilities include:

- Formulating the policy and the work plan of the centre with the help of the other members of the committee and heads of QA Offices.
- Making sure that the work plan is being executed properly and according to the relevant timetable.
- Preparing a monthly report about the tasks accomplished by QA Centre and QA Offices in order to be presented to the university vice president for scientific affairs.
- Preparing the annual report of the centre.
- Suggesting hiring consultants to help accomplish particular tasks and missions.
- Recognising and rewarding hard work and teaching excellence.
- Monitoring the website of the centre and making suggestions for the contents.
- Liaising with other quality and/or accreditation centres and institutions at other universities.
- Holding regular and spontaneous meetings as appropriate.

4.2. Responsibilities of the member of Supervising Committee

- Assisting the head of Supervising Committee with his responsibilities (see 4.1.).
- Assuming the responsibilities of the director when not available.

4.3. Responsibilities of QA office:

- Work under the supervision of QA centre to meet internal and external accreditation and recognition requirements.
- Ensure a high-quality learning, teaching, curricula, scientific research and academic operations in the faculty.
- Implement the faculty's quality-related strategies for continuous improvement and excellence
- Document, monitor, review, audit and evaluate practices, procedures, teaching and learning processes and outcomes, including related supporting services.
- Promote the culture of quality within the faculty.
- Consider student feedback to facilitate enhanced teaching and learning performance.
- Define the faculty's mission, vision and goals.
- Prepare the faculty's annual report.
- Prepare descriptions of taught modules.