# Internal Academic Quality Assurance Committee

1. **Constitution**
	1. The Internal Academic Quality Assurance Committee (IAQAC) is constituted as a Standing Committee of the School of Computing and Technology Board (SCT Board). Its constitution and terms of reference are subject to amendment by the SCT Board.
	2. IAQAC will adhere to and be cognizant of the Fundamental Values of Eastern Mediterranean University (EMU), at all times.
2. **Authority**
	1. IAQAC is formally established as a sub-committee of the SCT Board.
	2. IAQAC derives its power from the SCT Board and has no executive powers, other than those specifically delegated in these terms of reference.

1. **Purpose**
	1. To provide assurance to the SCT Board that there is continuous and measurable improvement in the quality of education provided through a review of governance, performance, and internal control systems supporting the high quality of education.
	2. To ensure that the curricula of the programs and the content of the course modules are up-to-date and in line with the industry and international standards of the field of study.
2. **Responsibilities**
	1. To continuously monitor the quality of education compliance with national and/or international educational quality standards and local requirements as well as EMU missions.
	2. To seek assurance in the implementation of action plans to address shortcomings in the quality of education should they be identified.
	3. To develop additional tools, systems, and guidelines to be used for the Committee’s purposes and to monitor the developed tools, systems, and guidelines.
	4. To prepare a Quality Assurance Calendar (QAC) for the application of developed tools, systems, and guidelines for each academic year. QAC should be prepared and announced prior to the class commence date of the fall semester of each academic year as published in the EMU academic calendar (AC).
3. **Powers**
	1. IAQAC is authorized by the SCT Board to investigate any activity within its terms of reference.
	2. IAQAC is accountable to the SCT Board and any changes to these terms of reference must be approved by the SCT Board.
	3. IAQAC may set up subgroups (such as programme QA committees) aligned to key areas of its activity as it deems appropriate.
	4. IAQAC promotes programme level responsibility and accountability.
	5. IAQAC is authorized to seek any information pertaining its responsibilities from any member of staff and all members of staff are directed to co-operate with any such request.
	6. IAQAC is authorized by the SCT Board to request the attendance of individuals and authorities from outside the SCT with relevant experience and expertise if deemed necessary.
4. **Membership**
	1. IAQAC shall consist of the following members:
		* Director
		* Vice Director
		* Programme Coordinators
	2. Either Director or Vice Director shall act as Committee Chair.
	3. SCT Student Representative is invited to the meetings to convey student complaints and wishes and also to be informed about the problems identified, activities and actions taken.
5. **Meetings**
	1. Meetings will be held at least once for each of the fall and spring semesters.
6. **Review**
	1. IAQAC reviews its collective performance and its Terms of Reference on an annual basis and makes suggestions for further improvement.
7. **Reporting**
	1. IAQAC provides reports to the SCT Board in support of its work on promoting quality

 assurance processes relevant to the responsibilities defined in this terms of reference. The
 report includes matters requiring actions to be taken (as applicable) and the self-evaluation
 report of IAQAC.

* 1. IAQAC receives and evaluates quality assurance related reports from all stakeholders.
1. **Tools for collecting data**

IAQAC employs the following surveys, and any additional tools if deemed necessary, to collect data and take actions accordingly for quality assurance purposes.

* 1. **Halfway Survey**

 IAQAC organizes a halfway survey for evaluating the teaching performance of academic staff
 as well as the student’s perception of the course content for each course.

* 1. **University-wide Survey (portal)**

The university organizes an end-of-semester student survey for evaluating the teaching performance of academic staff as well as the student’s perception of the course content for each course.

* 1. **Course Assessment Survey (ECTS & Learning Outcomes)**

The Course Assessment Survey is carried out at least once a year per course during the final examination period, to verify if the course learning outcomes and targeted programme objectives are satisfied and the total workload of the module is accomplished.

* 1. **Training/Internship Survey (Logbook)/Employer**

Each Programme Coordinator collects the supervisor evaluation data from the Internship logbooks and prepares a report on the perceived performance and abilities of the internees during the internship/training period.

* 1. **Exit Survey**

Each programme conducts an Exit Survey in order to collect opinions and perceptions of the graduating students about their programme, university facilities and services.

* 1. **Alumni Survey**

Alumni surveys are conducted by “Alumni Communication and Career Research Directorate” (MIKA) of the university. IAQAC is responsible from gathering the alumni survey results annually.

* 1. **Feedback from Industry representatives**

Programme coordinator(s) are responsible for organizing meetings with industry representatives at least once in an academic year in order to collect information on the latest requirements of the industry as well as the strengths and weaknesses of the curriculum and the graduates.

* 1. **Meeting with Students**

Programme Coordinator(s) are encouraged to organize meetings with the students at least once per semester and discuss the vision and plans of the programme administration, problems and concerns of the students and possible improvements.

* 1. **Online Suggestion Box**

This tool aims to collect suggestions and/or complaints from students as online about courses, teachers, facilities and etc. This tool is anonymous and available throughout the academic year.