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QUALITY ASSURANCE POLICY

1.0 QUALITY ASSURANCE POLICY STATEMENT

The University is committed to the provision of high-quality teaching, learning and research programmes and shall ensure a fair and objective assessment using a range of leading-edge tools and methodologies supported by robust, clear and transparent policies. The University will ensure that such commitment is extended to all other institutions offering UTM programmes.

2.0 OBJECTIVE

The objective of the Quality Assurance Policy is to sustain the quality initiatives undertaken by the University at both academic and administrative levels. It is based on the basic principles that all staff members should provide a quality service at their respective level. Hence, all staff members should ensure the timely and effective implementation of all policies and regulations in force.

3.0 ESTABLISHMENT OF THE QUALITY ASSURANCE COMMITTEE

The University Quality Assurance Committee (UQAC) is thus established, as follows:

- Head of Quality Assurance (Chair)
- Academic Quality Coordinators
- Administrative Quality Coordinator
- Other members may be co-opted for specific items under discussion
- Administrative Officer (Quality Assurance Unit) as Secretary

3.1 The Terms of Reference of the (UQAC) shall be inter-alia:

(i)   To lead the development and the review of Quality Assurance processes.

(ii)   To monitor the implementation of Quality Assurance processes and address any short-comings.

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(iii)   To conduct internal audits.

(iv)   To assist in the conduct of institutional audits/external audits.

(v)   To assist in the timely accreditation of programmes.

(vi)   To establish benchmarks with a view to measuring Quality Assurance processes.

(vii)   To promote a quality culture at the University.

The UQAC shall meet on a monthly basis and as and when required. The decisions of the UQAC shall be sent to the Academic Council through the Director General for approval and/or for information, as appropriate.

4.0 THE QUALITY COORDINATOR (QC)

There shall be one Quality Coordinator nominated, by the Head of School, among the academic staff from each School and one Quality Coordinator by the Registrar from administrative staff of the Central Administration (Academic Unit), not below the rank of Administrative Officer. Nomination for the role of the Quality Coordinator shall be on a rotational basis of two (2) years.

4.1 The Role of the Quality Coordinator shall be as follows:

(i)   To be the spokesperson of their respective Schools/Departments on Quality Assurance matters.

(ii)   To assist in the implementation and monitoring of Quality Assurance processes.

(iii)   To be the liaison officer for the Quality Assurance Unit.

(iv)   To provide the Quality Assurance Unit with timely and accurate information for producing Quality Assurance reports, among others.

(v)   To assist the Quality Assurance Unit and the respective Departments during internal and external quality audits and programme accreditation exercises.

(vi)   To lead an inter-departmental team at School level for the development and implementation of quality processes and procedures.

(vii)   To bring up to the Quality Assurance Unit such processes and procedures for consideration at the level of the UQAC.