



Policy: **Quality Assurance and Student Involvement Policy**

AUM Policy Category: **Quality Assurance**

Policy Title	Quality Assurance and Student Involvement Policy
Policy ID	2022_ver_01_QA_Po
Effective Date	June 28, 2022
Responsible Office	Quality Assurance Office
Responsible Executive(s)	QA Manager

### **Quality Assurance and Student Involvement Policy: Rationale**

The purpose of this policy is to ensure that students are involved in the improvement and enhancement of their own learning experiences and helps the university development in the following:

- Promote student engagement within the university and contribute to its quality improvement
- Emphasise the learner's perspective with the focus on the quality of learning experience through Quality Review process
- Promote student development and growth by participating in feedback and survey activity
- Address external and internal requirements regarding students' involvement in quality assurance

### **Quality Assurance and Student Involvement Policy: Scope**

This policy applies to students and all university staff

### **Principles of Students Involvement in QA**

#### **Principles for the involvement of students in internal QA**

- The university values student's participation in QA activities in academic, management level and student life
- QA Policy is publicly available, communicated and known within the university

- In consultation with the student body the university designs the system of student engagement in improvement, decision-making and quality management
- The university establishes the role of students as partners in quality assurance
- Active engagement of students' community to continuous improvement in students' survey helps us to get students' feedback and opinions. Students can contribute to the quality of their studies and the improvement of their stay by responding to the questionnaires.

### **Principles of involvement of students in external QA**

- Students are invited to participate in external quality reviews to ensure that the review concerns primarily learners, quality of programmes, student life and learning experience
- It helps students to be an equal partner in representing the university externally and promoting the quality of its academic life

## **Procedures and Guidelines of Students Involvement in QA**

In order to identify a clear procedure of demonstration of students' involvement, the University has developed a mechanism, which allows them to express their views in a constant and systematic way.

Students can participate in university management and decision-making by applying to the Student Union and become a member of the following bodies:

*University Council*

*Academic Council*

*Student Appeal and Misconduct Committee*

*Students' Outreach Committee*

*QA Panels (Internal and External Quality Reviews)*

*Graduation/ Commencement Committee*

### **How can students apply to the committees?**

1. Application to the committees starts with applying through the Student Union
2. Student Union has a form to fill in
3. Student Union calls for a meeting and approves candidates
4. Student Union submits names of student representatives to university body meetings (QA Office)

### **ROLES AND RESPONSIBILITIES OF STUDENTS IN COMMITTEES**

1. Student-member receives an **invitation from University Committees** when a meeting is scheduled with the agenda of the meeting
2. **Student members are encouraged and entitled to attend** meetings (*or listen to recordings if couldn't attend*)
3. Asks questions, clarifies, gives opinion during the meeting
4. **Considers** issues of **agenda** from **student's point of view** (what is the effect on students, on his studies?)

5. **Reports** on the issue/s considered at the meetings of Student Union
6. In case of proposals, suggestions or questions, sends a request to the Committee Chair to be included in agenda
7. Student-member receives an **acknowledgement** from the Committee and **sends it for discussion** to SU (*Note: acknowledgement has to be received in 1 weeks' time maximum*)

If a student is a **member of QA PANEL** as a temporary member, the following guidelines apply:

- Study mission of the event
- Read and understand the aim and objectives of the event
- Study QA requirements and criteria
- Study procedures and guidelines
- Identify role and responsibilities
- Be active and express opinion on the evaluation outcomes
- Report and discuss at SU meeting

#### **PROCEDURE FOR STUDENT SURVEY**

1. Fill in the forms of questionnaires **in the indicated timeframe**
2. **In 4 weeks'** time request for feedback from questionnaires
3. Report and discuss the outcomes at the Student Union meetings

AUM gives students full trust in order to accomplish the partnership, breaking the differences, generation gaps and stereotypes.