



The Directorate of Quality Assurance

Miss Shlier Ahmed Amedi

Director of the Directorate of the Quality Assurance

Tel: +964 750 4560395

Email: shlier.ahmed@uod.ac

In Brief:

The Directorate of the Quality Assurance- DQA has been established following to the University official order No. 75 in 05-01-2010 based on the Ministerial Act No. 458 in 18-08-2009 to supervise the QA committees that work in the colleges and institutes

- The main aim for the implementation of the QA is to assure a high a standard of education in every field and aspect of higher education and its belongings e.g. applying the new methods of teaching through the new instructions of how to modernize the teaching methods, prepare a coursebook for the students, and taking in to account the student's beedback and evaluation, which is considered the most important point of the new process of QA.

- The activation of the process of QA is to stand upon on the strong and weak points exist in each university and technical institutions of the Technical Foundations that will help the Institutes of Higher Education improve the standards of learning and education.

-The DQA has QA units in each faculty and school of the UoD. The Unit is headed by the main Coordinator of the faculty/ school and they work under the supervision of the DQA at UoD. Also, each scientific department has a coordinator to supervise the different stages of the department.

- The other main activity of the DQA is to assure the Continuous Academic Development program which encourages the teaching staff to enhance their overall academic and scientific activities and the achievements made by them either inside or outside their Institutions of Higher Education.

Message of the Quality Assurance:

As quoted from the Ministry of Higher Education and Scientific Research (MHESR), the message ensures that is:

“The students of the academic standards offered within the universities and institutes of the Kurdistan Region. The purpose of the TQA program is to create an environment in which members of society believe in the education, learning, and research processes of the higher education system in the Kurdistan Region. Helping the Higher Education system in Kurdistan to attain a high standard and developing them in away so that they reach the standards of excellence for which international universities are renowned will bring renewed hope and confidence in the universities and institutes of the Kurdistan Region. Graduates will be proud to graduate with degrees from regional universities and institutes because they know that they have achieved the same quality as competitive universities elsewhere in the world.

Despite the efforts and the dedication of the administration, academics and students, the Ministry of Higher Education requires everyone to pursue their academic goals and fulfill their requirements without allowing personal interests to interfere”.

Programs of the QA:

The Quality Assurance process consists of two main programs namely, the Teaching Quality Assurance (TQA), and the Continues Academic Development (CAD). Both of the mentioned programs have the following instructions issued by the Directorate General of the QA and Accreditation in the MHESR:

1- Teaching Quality Assurance (TQA):

The TQA program was announced by the MHESR to pursue the goals set by the Ministry which are:

- Instil confidence in the value of the certificates awarded to students by the universities and institutes of the Kurdistan Region;
- Assure the public that the quality of education and lectures offered by our universities and institutes are up to par and on a level of those offered by international universities;
- Support students during taking their courses of study;
- Writing reports, reviewing, following up, observing, filing, decision-making, and sometimes examining the lecture contents and methodology.

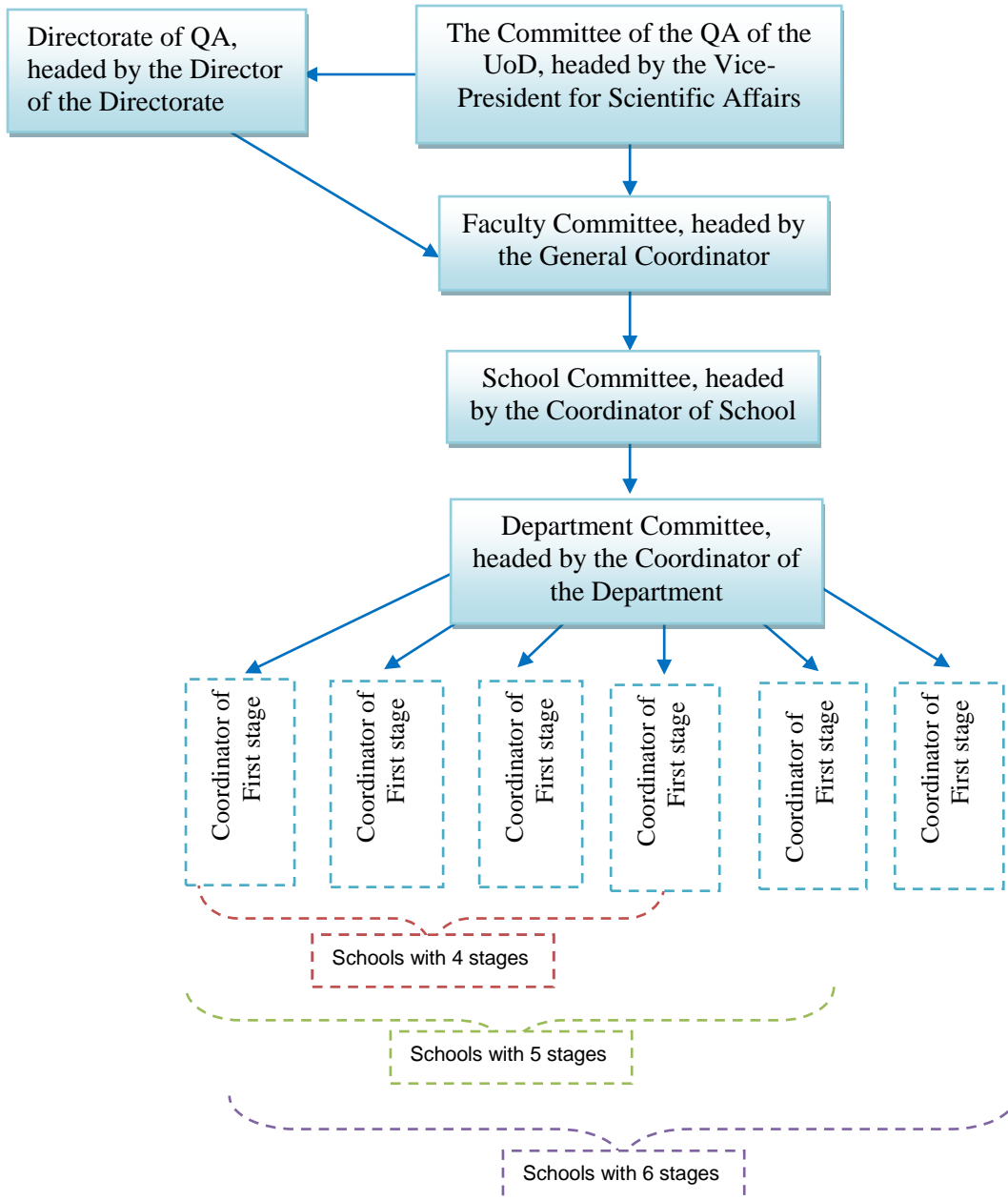
The above mentioned goals are to help the teachers/ lecturers present a lecture in a modern way through using the necessary tools for that purpose e.g. computers and data- shows via the Power Point Presentation- PPP device which raise the enhancement of the teachers abilities to use nowadays techniques and technologies in order to update their knowledge and references.

As well, the teacher is required to prepare a coursebook for the taught subjects given by him/ her. The coursebook is a sort of summary of the subject that the student will take either during the first or second course of the academic year, or during the whole academic year. It will include personal information of the teacher and the coordinator for the contact which eases the connection between the teacher and the students. In addition, the coursebook has to include the objectives of the subject in general and the reasons of the importance and the necessity of this course. The same information about the teacher’s contact details, the objectives and the importance and necessity must be with regard to the topics included within the subject of the course.

Furthermore the teacher is required to supply the coursebook with some sample of the questions of the given subject for the students and how to prepare practical strategies for answering the question. The questions should be with multiple types i.e. **Multiple choice questions that is to offer a range of choices from which you select the most appropriate response. Short answer questions** require answers of up to a paragraph. **Essay questions** require you to write an essay type response to a topic. Essay questions may be arranged in sections in the exam paper which reflect different sections of the course. **Take home questions** are questions that are given to you to take away and complete and then return within a specified time e.g. 24 hours. **Oral questions**

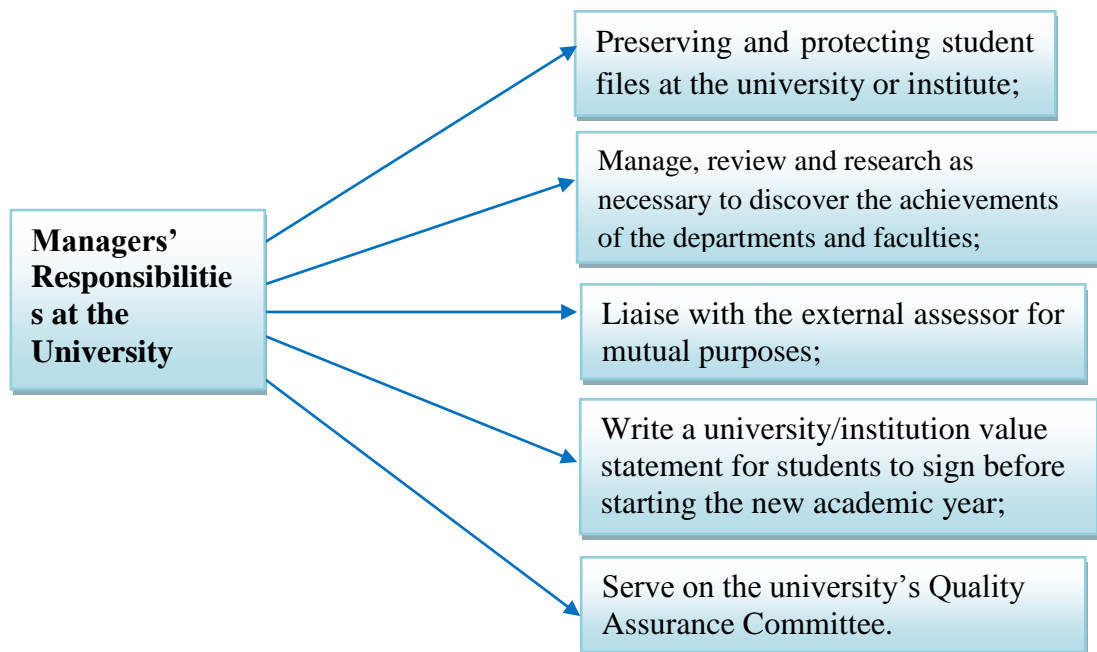
are used to test oral language skills. Typically they are taken individually and, **Practical questions** test your practical skills and technique usually in laboratory, clinical or field settings.

The Structure of the QA at UoD

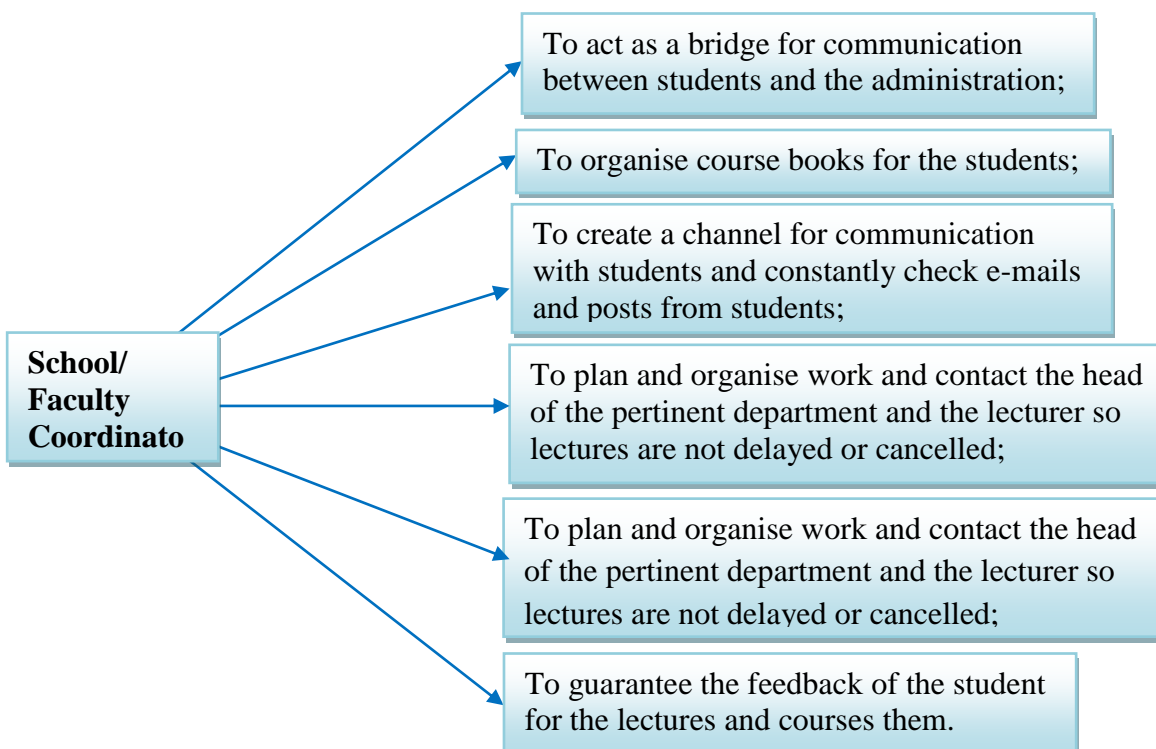


The Responsibilities and Duties of the QA members:

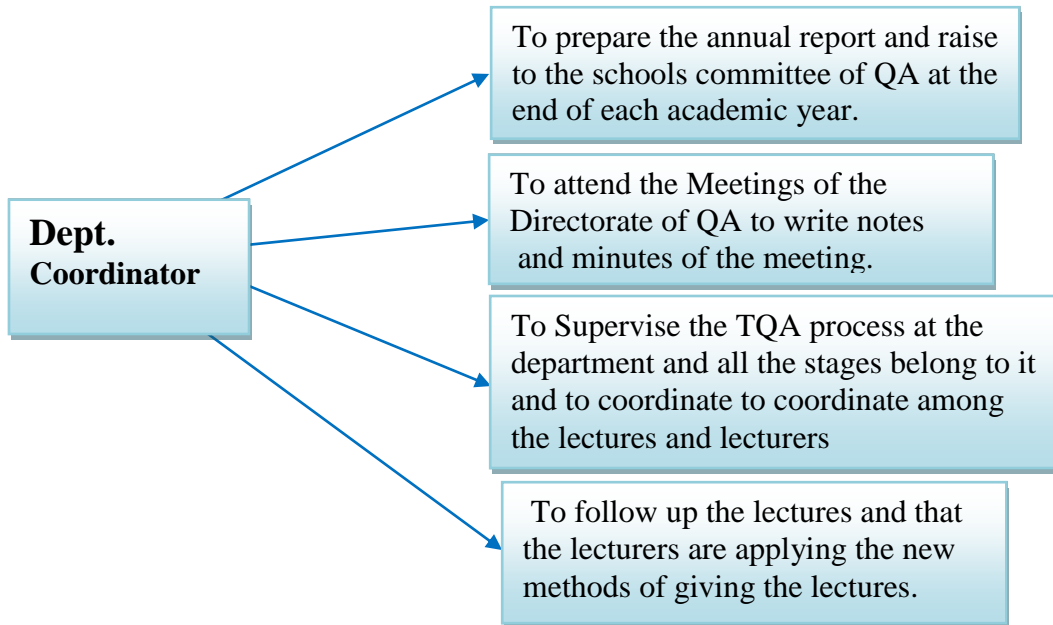
- Director's Responsibilities are to:



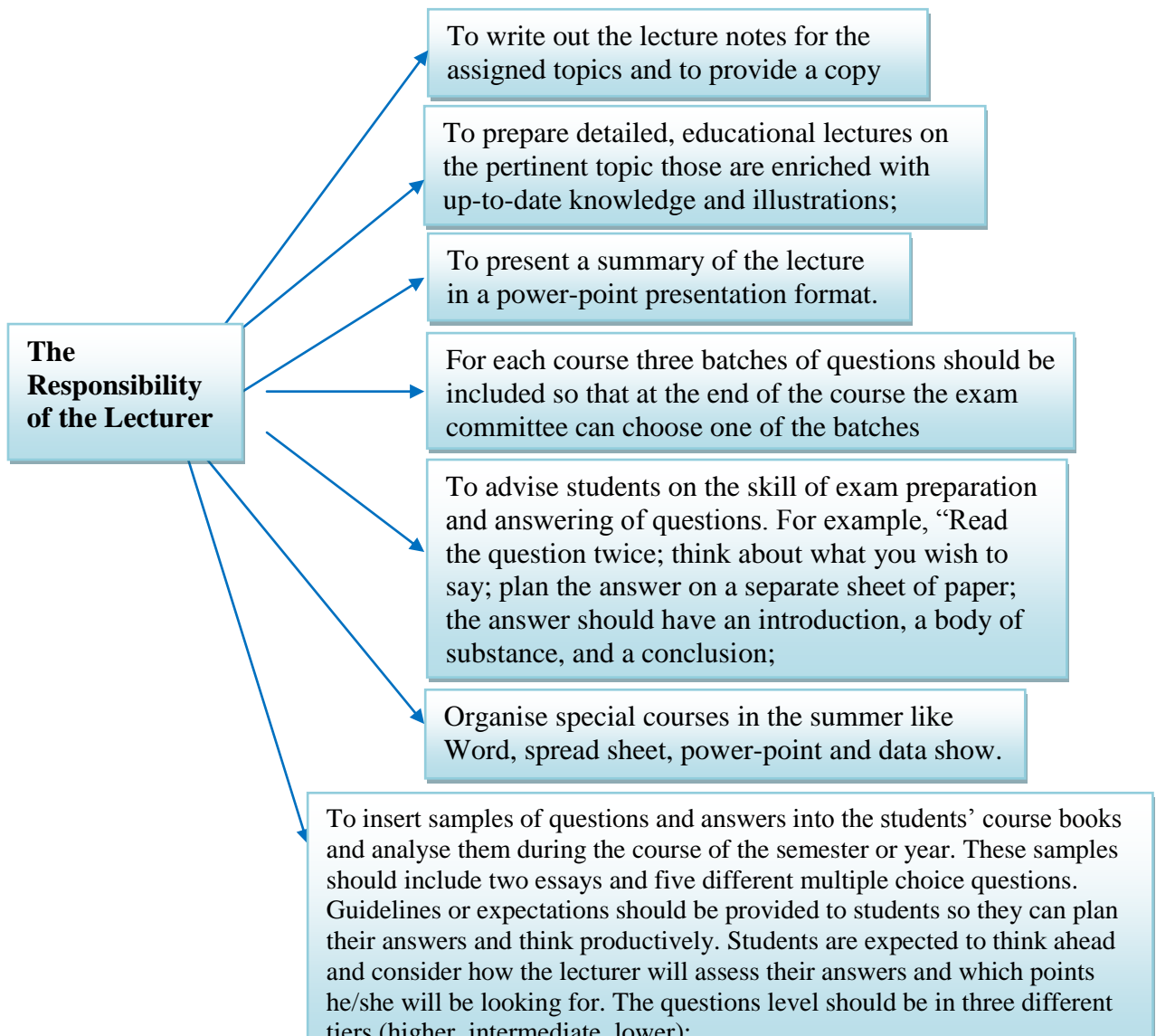
-The Duties of the Coordinator:



- Coordinator of the Department



- The Lecturer:



2- Continuous Academic Development (CAD)

The second program in the QA process is the Continuous Academic Development (CAD) which also runs by the Directorate of Quality Assurance under the supervision of the Vice President for Scientific Affairs and Postgraduate Studies. This program is all about the performance of the teacher concerning the seminars in the department and school, the publications in scientific/academic journals whether local or international, participation in conferences, workshops, symposiums, and training courses, supervision on different proposals, thesis and dissertations, with additional activities to enhance the teachers' skills.

- A seminar is held each semester in each department and college; subjects discussed in college seminars should be more expanded and deeper.
- Seminar programs should be decided before the course is started in Spring and Fall under the supervision of the Scientific Committee and the Quality Assurance Unit in each college.
- A copy of the program should be sent to the Directorate of Quality Assurance in the university presidency for review.
- The Dean of the college supervises the results of the seminars held in colleges and departments while the heads of the departments or the in charge of the Scientific Committee supervises the results of the seminars held in scientific departments. This doesn't mean that the dean or the heads of scientific departments will organize the seminars.
- The head of the department assigns one of the faculty as seminar organizer in the department. Another one is assigned as seminar organizer in the whole college.
- The timetable of the seminars should be decided before the meeting of the College Board so the Board would approve it.
- The attached forms (A to I) should be filled by the organizer then collected and sent to the Directorate of Quality Assurance in the university and through it to the Directorate General of Quality Assurance in the Ministry.

The Responsibility of the representative of CAD

