Rajarata University of Sri Lanka

QUALITY ASSUARANCE & ENHANCEMENT POLICY

On the recommendation of the Senate, the Council of the Rajarata University of Sri Lanka, as the governing authority of the Rajarata University of Sri Lanka by resolution adopts the following Policy.

Accepted Date:

Amended Date:

Signature: Signed:

Position: Vice Chancellor, Rajarata University of Sri Lanka

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1. Rationale

The quality assurance activities have dual purposes that of accountability and enhancement. These two together, create trust in the university education. A successfully implemented quality assurance system will provide information to assure the quality of the higher education institution's activities (accountability) as well as provide advice and recommendations on how it should improve (enhancement). Quality assurance and quality enhancement are thus inter-related. They can support the development of a quality culture in the University, that is embraced by all stakeholders; the students and staff, the institutional leadership and management' and external parties.

2. Scope

This policy applies to all the academic and non-academic staff/ units of the Rajarata University of Sri Lanka (RUSL), including research and all other affiliated centres. Hereinafter referred to as the "University" or "RUSL"

3. Definitions

"Quality Assurance" as "the means through which an institution ensures and confirms that the conditions are in place for students to achieve the standards set by it or by another awarding body" (QAA 2004).

"Quality Enhancement" as "an aspect of institutional quality management that is designed to secure, in the context of the constraints within which individual institutions operate, steady, reliable and demonstrable improvements in the quality of learning opportunities" (QAA 2006).

The Council: Governing body of the Rajarata University of Sri Lanka

The Senate: Senate of the Rajarata University of Sri Lanka

Internal Quality Assurance Unit (IQAU): Internal Quality Assurance Unit of the Rajarata University of Sri Lanka

Internal Quality Assurance Cell (IQAC): Internal Quality Assurance Cellof the Rajarata University of Sri Lanka

Staff Development Centre (SDC): Staff Development Centreof the Rajarata University of Sri Lanka

Research and Publication Committee: Research and Publication Committeeof the Rajarata University of Sri Lanka

Curriculum Development Committee (CDC): Curriculum Development Committeeof the Rajarata University of Sri Lanka.

4. Principles

The quality assurance principles are built in the university to ensure continuous improvement through the involvement of all relevant stakeholders within and outside the University. The Quality Assurance and Quality Enhancement across the RUSL rests on several principles:

1. Quality assurance and enhancement are part of the Universitymission and corporate plan for ensuring the highest quality of teaching and learning, curricula, research and outreach activities of the university.
2. Overall responsibility for quality assurance across the University and its documentation lies with the Director of the IQAU. Apart, Quality is the responsibility of every member of staff.
3. Quality assurance and enhancement are collaborative and cooperative process which carried out in collaboration between the University Council, University Senate, IQAU, IQAC, SDC, Research and Publication Committee, CDC, Student Support units,staff, students, external experts and outside stakeholders.
4. Quality assurance and enhancement practices at all areas of the University are documented, monitored, reviewed and evaluated.
5. Quality assurance and enhancement are supported and facilitated by the University,for execution and evaluation.
6. Quality assurance and enhancement are designed to meet internal and external reviews and recognition.
7. Quality assurance and enhancement are transparent, systematic, rigorous and equitable.

5. Policy Statement

The University's quality assurance procedures provide a framework within which its institutions can examine and enhance educational activities of students to ensure that they achieve this aspiration of excellence. The University is responsible for the academic standards and for ensuring that the quality of learning experiences is appropriate to enable students to achieve those standards.

This documentation establishes the policy framework for managing the academic quality and standards of its educational provision.

1.1. Academic Governance

Academic Governance supports the effective implementation and monitoring of quality assurance and enhancement processes in order to ensure the student academic experience is at the heart of decision making. Responsibility to conduct of quality assurance processes is delegated by Governing Council to specific post holders.

Executive responsibility for Academic Quality is held by the Vice-Chancellor, who is both a Chair of the Governing Council and the University Senate.

1.2. Maintenance of Academic Standards within the University

5.2.1 Programme Management

- Ensuring that the programme align with vision, mission and graduate profile

- Ensuring that the programme meets its specified aims and learning outcomes

- Ensuring that the programme is conducted in accordance with its approved regulations

- Ensuring that benchmark statements are referred to where available

- Ensuring that stakeholder feedbacks were obtained
- Ensuring that external peer reviews conducted

- Ensuring that clear channels of accountability from programme preparation teams to the University Council

- Ensuring that human and physical resources available and the environment within which the programme is offered are of a standard appropriate to support the realization of the programme

- Ensuring that the programme comply with the University's academic framework, regulatory requirements and other policies and codes of practices

5.2.2 Monitoring and Improvement

All study programmes will be subjected to the continuous monitoring and improvement process.

Key stakeholders for monitoring process are,

- Staff

- Students

- Employers

- Alumni

- External peers

Key institutional mechanisms for continuous quality improvement are,

- Plan

- Implement

- Review

- Improve

1.3. Student Assessment

- All assessment criteria should adhere the University Policy on "Student Assessment"

- All assessments should demonstrate to ensure that the students have fulfilled the learning outcomes of the course and achieved the standard required for the award of grades

- Examiners should make their judgements on student performance in relation to the assessment criteria approved for the course

- Methods and types of assessment should relate closely to the subject matter and the methods of delivery

- Assessments should be carried out by competent and impartial examiners, and by methods which enable them to assess students fairly

- The University should appoint an appropriate number of External Examiners to each of its designated course in order to ensure that the assessment process is conducted in a manner which provides parity of judgement and report from the External Examiners need to be obtained

- Assessment Board should meet and validate grades and approval should obtained by the University Senate

1.4. Staff Quality and Development

- The University should take into account that the quality of the staff, their qualifications and experiences and the calibre of leadership at all levels are of paramount importance

- The University expects the staff to demonstrate a commitment to personal, academic and professional development, and to engage in a variety of scholarly and professional activities appropriate to their subject specialism, and in relation to developments in teaching and learning in HE, with a view to maintaining and updating their expertise

- The University should provide appropriate and adequate facilities and environment for its staff to up lift their academic and professional development by agreeing the policies of staff development and research and will actively promote staff development and research to support the staff

- The University will seek to ensure that both the teaching and support staff are adequate in number for the objectives of the programme to be fulfilled

5.5 Administrative and Academic Support

The University needs to be assured that its support services are aligned to the needs of the University and its stakeholders and that they offer good quality services. The University should take into account that of the University's strategic needs as well as operational issues within the administrative and academic support services. Administrative or academic support service should be in touch with the needs of its stakeholders and responsive to those needs by identifying services which can be improved, enhanced, refocused or discontinued, according to terms of reference and by-laws recommended by the University. The University needs to take clear responsibilities and accountabilities for decisions made in the administration of student affairs.

6. Related Legislations and Documentation

This policy should implement with following legislations and documentations.

- Commission Circular 04/ 2015 of the University Grants Commission on "Strengthening of Internal Quality Assurance System in Universities and Higher Educational Institutions through Internal Quality Assurance Units

- Internal Quality Assurance By-laws, No……, 2017

- Policy on "Learning and Teaching", No……, 2019

- Policy on "Student Assessment" , No……, 2019

- Policy on "Course Study Programme Approval" No…., 2019

- Policy on "Staff Development", No....., 2019

- Policy on "Open and Distance Learning", No....., 2019

- Policy on "Career Development", No....., 2019

- Policy on "Information and Communication Technology" No...., 2019

- Sri Lanka Qualification Framework (SLQF), 2015

- Subject Benchmark Statements

- Codes of Practices

7. Roles and Responsibilities

Quality is the responsibility of every member of staff. In order for this approach to be successful, there must be clear lines of responsibility and accountability. Therefore, following committees, Units, Centres will serve as key responsibility holders to enhance quality in the University.

- Governing Council of the University

  University Council is the supreme governing body of the University and is responsible for ensuring the academic standards of the University, and is the final mediator in all matters relating to validation, approval, review and monitoring of all academic and management matters.

- University Senate

  Senate is responsible for academic governance and thus, it regulates programmes of study, results, entry regulations, and considers student requests, among other academic aspects.

- Internal Quality Assurance Unit

  IQAU is responsible to promote quality assurance culture within the University by establishing appropriate mechanism to maintain quality academic programmes and allied services of the University.

- Internal Quality Assurance Cell

  IQAC is responsible to establish and maintain quality of academic programme and allied services within the faculties.

- **Staff Development Centre**

  SDC is responsible to support the University's goal of ensuring that staff have every opportunity to acquire the skills, knowledge and expertise to carry out their duties effectively and to achieve their full potential.

- **Research and Publication Committee**

  Research and Publication Committee is responsible to establish, encourage and maintain quality research culture in the University.

- **Curriculum Development Committee**

  CDC is responsible to consider the development of the University's academic portfolio, to approve proposals for new and amendments of study programmes.

- **Student Support Services**

  All student support services of the University are responsible for well-being of the students and help to maintain academic standards.

8. Approval and Amendments

Date adapted:

Date Commenced:

Administrator: University Senate and Council

Date of Review:

Date Rescinded: Not Applicable