

# **INTERNATIONAL SCIENCE AND TECHNOLOGY UNIVERSITY**

## **QUALITY AND ACCREDITATION DIRECTIVE**

### **CHAPTER ONE**

#### **Objective, Scope, Basis and Definitions**

##### **Objective**

**ARTICLE 1** - (1) The objective of this Directive is to set forth the guidelines and principles governing the operations of the Quality and Accreditation Commission, which has been established to guarantee the effective, ongoing, and long-lasting assurance of quality and accreditation for the leadership, governance, and quality, education, research, and development, and social contribution activities of the International Science and Technology University.

##### **Scope**

**ARTICLE 2** - (1) The following directive addresses the stipulations pertaining to the formation and operation of the Science and Technology University Quality and Accreditation Commission.

##### **Basis**

**ARTICLE 3** - (1) This Directive is grounded in the International Standards Organization, which are owned by the University;

- ISO 21001 - Educational Institutions Management System Certificate,
- ISO 9001 - Quality Management System Certificate,
- ISO 10002 - Customer Satisfaction and Complaints Management System Certificate,
- ISO 22301 - Business Continuity Management System Certificate,
- ISO/IEC 20000 - Information Technologies Service Management System Certificate,
- ISO/IEC 27001 - Information Security Management System Certificate,
- ISO 56003 - Innovation Management and Guidance System Certificate,
- ISO 26000 - Social Responsibility Management System Certificate,
- ISO 37001 - Anti-Bribery Management System Certificate, It has been

prepared on the basis of processes and procedures.

##### **Definitions**

**ARTICLE 4** - (1) In this Directive;

- a) Authorization / Accreditation: Undertaking an assessment and implementing an external quality assurance procedure that assesses whether predetermined academic and field-specific standards have been fulfilled by the external evaluator in a specific domain
- b) External Evaluation: The external assessment of the quality of a higher education institution or program entails the process of evaluation.,
- c) External Evaluator: An individual or committee designated by the external evaluation institution to conduct the external evaluation process in regards to quality, authorization, and accreditation, has been appointed to fulfill this role,
- d) Institutional External Evaluation Program: The regular assessment process of tertiary educational establishments, in accordance with the protocols and measures established by the external evaluating authority

- e) Institutional Internal Evaluation Report (IIER): The annual report prepared by the higher education institution for the purpose of monitoring the quality and accreditation assurance processes pertaining to leadership, governance, and quality of education and training, research and development, and social contribution activities,
- f) Internal Evaluation: Assessing the caliber of an institution or program within the realm of higher education,
- g) Quality and Accreditation Commission: The International Science and Technology University has established a commission responsible for organizing and executing quality assessment, assurance, and authorization studies, as well as accreditation activities,
- h) Rector: Rector of the International Science and Technology University,
- i) University: International Science and Technology University, expresses.

## **CHAPTER TWO**

### **Formation of the Quality and Accreditation Commission, Working Procedures and Principles, Duties**

#### **Formation of the Quality and Accreditation Commission**

**ARTICLE 5 -** (1) The commission is presided over by the Rector, who may be replaced in their absence by the Rector's Advisor or another university official appointed by the Rector.

(2) The membership of the Commission comprises of the Dean of the Faculty of Health Sciences, the Dean of the Faculty of Engineering, the Dean of the Faculty of Management Sciences, the Director of the Institute of Graduate Education, the Rector's Advisor, the General Secretary, the Deputy Secretaries General, the Head of Personnel and Strategy Development Department and the Student Representative.

(3) The Commission's office and personnel support services are overseen by the Head of the Department of Personnel and Strategy Development.

(4) The term of service for the Student Representative, who is one of the commission members, is one year. Meanwhile, the terms of service for the remaining members are three years. It is possible for members to be reappointed at the end of their respective terms.

(5) The obligation of a member who fails to attend two commission meetings within a calendar year without written permission or excuse, or who is unable to fulfill their duties for more than six months due to illness, accident, or other reasons, is considered to have been terminated. In such a situation, the Rector will appoint a successor from the hierarchically superior authority of the authority represented by the terminated member or a representative deemed appropriate from that unit.

#### **Working Procedures and Principles of the Quality and Accreditation Commission**

**ARTICLE 6 -** (1) The Quality and Accreditation Commission holds periodic meetings at least twice a year. Additionally, the Commission may be convened by the Rector or through a written request from the majority of its members, as required.

(2) The President is responsible for determining the agenda items, location, date, and time of the meeting. Committee members are required to be notified at least two days in advance via the university's electronic communication system or corporate email. The meeting agenda may be amended by the committee's decision, proposed by its members either prior to or during the meeting.

(3) The Quality and Accreditation Commission operates with the majority of its full complement of members, and decisions are rendered by the same majority. Abstentions are not accepted, and in the event

of a tie, the chairman's vote determines the outcome.

(4) The University may extend invitations to administrative and academic staff, as well as experts, to attend meetings for the purpose of providing technical support and consultancy. However, such individuals shall not possess the right to vote on decisions made during these meetings.

(5) The Quality and Accreditation Commission's Secretariat services are overseen by the Head of the Personnel and Strategy Development Department.

(6) The Rector may designate academic and administrative personnel to the Quality and Accreditation Commission's work without granting them voting privileges.

(7) It is the responsibility of university units to furnish all requisite information and documents requested by the commission in connection with the quality assurance system.

### **Duties of the Quality and Accreditation Commission**

**ARTICLE 7 -** (1) To maintain and guarantee the consistency and longevity of the quality and accreditation assurance procedures for leadership, administration, and quality in education and training, research and development, as well as social contributions, in accordance with the strategic plan and objectives of the university, it is necessary to implement these measures:

- a) To establish the internal and external quality assurance system of the university,
  - b) To identify university-specific key performance indicators,
  - c) To conducting program evaluation,
  - d) To guarantee the successful implementation, assessment, and supervision of the authorization and accreditation application procedures with the external evaluating institution.
- (2) To plan and carry out the internal evaluation studies of the university,
- (3) To draft the yearly institutional internal evaluation report, which includes the results of institutional evaluation and improvement endeavors, as well as its related attachments,
- (4) To disseminate annual internal evaluation reports, along with their accompanying annexes that have been approved by the Rector, to the general public using a user-friendly platform on the official university website,
- (5) To prepare for the corporate external evaluation program and to communicate the process to both internal and external stakeholders.

## **CHAPTER THREE**

### **Miscellaneous and Final Provisions**

#### **Financial Structure of the Commission**

**ARTICLE 8 -** (1) The costs associated with the services provided by the Quality and Accreditation Commission are financed through the university's budget.

#### **Situations for which There is No Provision**

**ARTICLE 9 -** (1) In cases where there is no provision in this Directive, the decisions taken by the University Senate on the basis of the provisions of other relevant legislation are applied.

#### **Validity**

**ARTICLE 10 -** (1) This Directive becomes operative after the approval of the University Senate.

#### **Execution**

**ARTICLE 11 -** (1) The provisions of this Directive are executed by the Rector of the International Science and Technology University