Prince Sumaya University for Technology

QAAO is supported by:

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TEMPUS

QUALITY AUUSRASNCE & ACCREDITATION AT PSUT

Quality Assurance & Accreditation Office

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Introduction

-About Us:

–Since years, the Ministry of Higher Education and Scientific Research has dedicated high efforts for building excellent educational and cultural environments in different educational institutions, along with its eagerness to promote and develop the public and private universities, and as a response for its concern, the Higher Education and Accreditation Commission institution (HEAC), is established for motivating the higher education in Jordan.

-The Quality Assurance and accreditation office (QAAO) at PSUT was established in 2006. At PSUT, there is a strong belief that providing quality education is the key to, success, competiveness, and survival. The QAAO was established to serve as the driving unit to implement quality assurance standards and practices in each unit, activity, and service offered at PSUT. By Adhering to quality assurance standards and practices, we insure that we provide our students with quality education. In addition, we insure that our main product, the students, will be qualified to compete and equipped with necessary tools and means for innovation and success. This will provide the country with highly qualified undergraduates. In turn, these students will serve in the advancement of their country and the world at large.

-At PSUT, we strongly believe that it is not enough to follow local quality and accreditation standards. Thus, in addition to its successful efforts to adhere to national accreditation, The University took a strategic decision to obtain international recognition. For the time being, the university has two main goals in this regard. The first of which is get ABET accreditation for all its engineering and computer science and IT majors. The second of which is to apply for QS ranking.

As a result of its continued efforts, PSUT is now accredited by the accreditation assembly set by the ministry of higher education in Jordan. The university as a whole has got General Accreditation and each program has got specific accreditation.

OFFICE VISION:

- To be the leadership engine which pushes Prince Sumaya University for technology towards the achievement of its educational, research, and community service missions, Provide a highly qualified graduates and place PSUT along the most recognized universities in different educational and cultural attributes locally and globally.
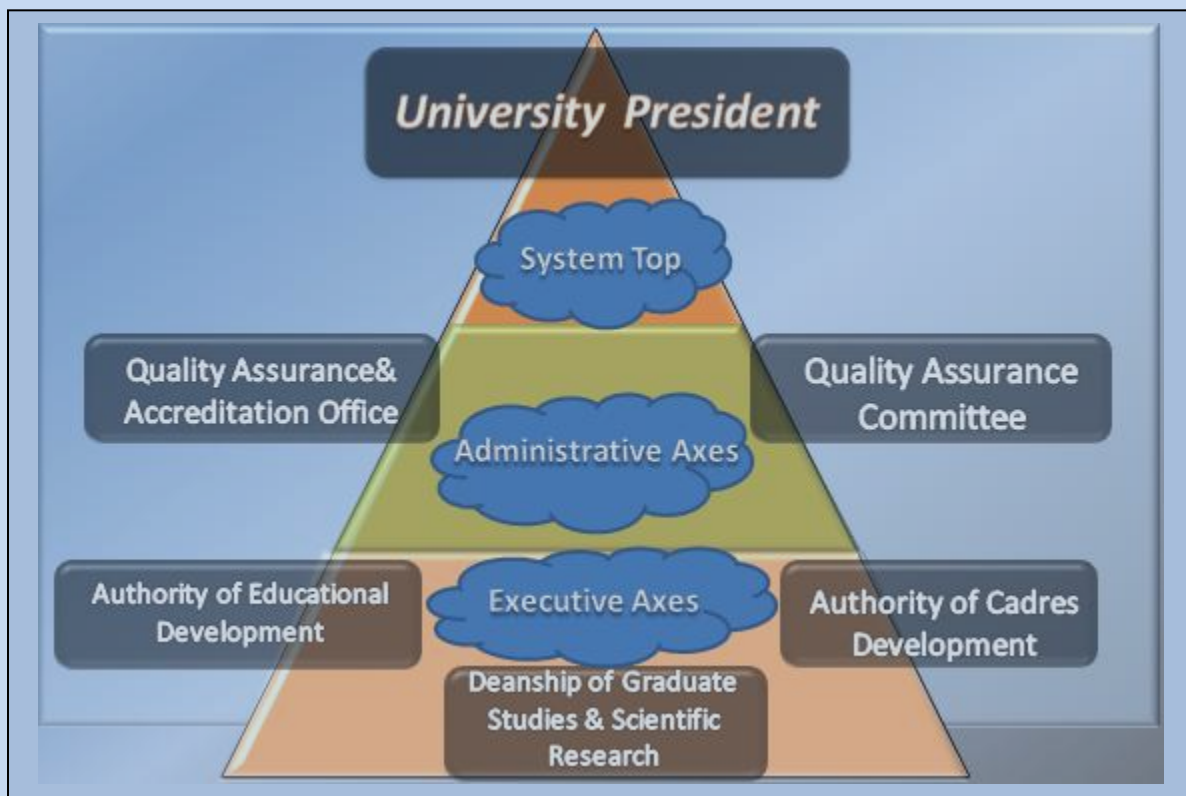
OFFICE MESSAGE:

-The message for QAAO is to guarantee effective performance Of the University units by applying the quality assurance & accreditation standards, and structures, so it can attain the variant goals and plans.

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Quality Assurance and Accreditation at PSUT:

- The basic stone for selecting quality assurance standards is based on three main axes, the first and second represent the administrative committees while the third is the executive in field, all are operating within an integrated system aims at drafting the working policy according to requirements of the stage as follows:

Axis I: - The Office of Quality Assurance and Accreditation is headed by a main director who poses an eye for monitoring of office programs execution and plans, and has the privilege to contact with university president directly, who represents the pyramid top of the quality assurance system at the university. The office keen on executing main University vision and objectives in coordination with students' Interests and the demands of working cadres, and delivering forms and reports that represent statistics for various capacities, approved standards and all plans towards the Accreditation Commission of Higher Education in Jordan.

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Axis II: - A responsible committee chaired by the Vice President of the University and includes all main representatives for faculties deans(faculty of King Abdullah II for Engineering, King Hussein faculty for Information Technology, and King Talal faculty for business), deans of students affairs, and heads of departments, in addition to the dean of Graduate Studies and Research and head of human resources department, as well as the Directors of academic Development & planning and quality assurance. This committee convenes four times annually in order to formulate the strategies in according to quality assurance in all programs and Facilities of University.

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Axis III: - A combination of connected & active structures that supervises directly on executing the process of applying quality assurance and accreditation standards, each is according to its related fields as follows:

1- Authority of education development that operates on the selection of modern teaching and learning methods, and ensure their integration with the technical equipments available at the university, Encourage the spirit of mutual cooperation between the educational process parts, and perform periodic evaluation for the academic programs outputs and the performance of working utilities in University departments and colleges to support the educational process and distinguish related outputs.

2- Authority of cadres Development that works to improve performance efficiency and quality by preparing and lecturing basic and advanced courses for various modern skills, and creates awareness programs that aim to explain development mechanisms for the working individuals and teams through gaining effective skills and the investment in resources available to restore balance for acquired skills.

3- Deanship of Graduate Studies and Scientific Research that formulates and implements the policy of quality assurance and accreditation on its programs and plans including the training and development programs for graduate students and their supervisors, funding, the necessary resources for scientific researches purposes, in addition to an overall supervision on scientific research topics and results, also it is responsible for publishing a series of annual reports that show in detail the results of serious work and their usefulness in advancing general education wheel, in addition to the references which shape the cornerstone guidelines for students and administrators of the current stage.

Quality Assurance & Accreditation Office Objectives:

- QAAO is meant to be the control station which is creating and developing and maintaining different plans and strategies to organize the educational & cultural activities and the variant institutional standards at Princess Sumaya University.

-Stated Objectives:

1-Introduce the Quality and Accreditation cultures in a way that every sector in the university understands and appreciates the need for these two cultures.

2- Discovering the Weaknesses and strengths in different university units by creating and introducing the effective reports and questionnaires which are aimed at the university sectors in periodic manner.

3- Promote variant programs, services and skills at different levels for the working sectors in the university; (Students, Academic Staff, and services unites) in forms that guarantee better performance, Continuity, competitiveness, and effectiveness.

Strategic Plans of Quality Assurance:

#Administrative plans:

1- Develop a combination of approved standards and measurements (represented by a collection of Manuals of Instructions and procedures) for the working groups at the university (students, faculty members, services) in order to improve quality and quantity of career performance.

2- Promote the quality assurance standards in the university by international and local supervision for accurate decisions and participate in various programs to test quality and efficiency of these tools for improving the educational and services outcomes in departments and faculties.

3- Stimulate functional excellence through introducing rewards and rating programs for all working segments at the university and make priority for the scientific research outputs, recorded achievements, and the use of modern teaching methods.

4- Develop methods of preparation for reports and documentation and archives through approved instructions and standards that define the inputs and the language structures in addition to the periodic evaluation for improve the related outputs.

5- Develop the scholarship programs as well as the grant of scientific degrees for the various cadres (Services, faculty staff, Students) to be compatible with the international and regional standards.

6- Organizing events and activities that allow communication between various university graduates and the possibility of renewed investment and scientific practice, led by an experienced and efficient.

7- Activating the role of scientific research in the current studies which investigate the various challenges and problems facing the local and international community and put effective ways to find radical solutions to these challenges.

#Students plans:

1- Encourage students to link and invest the theoretical knowledge gained in various fields along with the demands of

local & regional labor market by participating systematic and cumulative in various and distinctive institutions.

2- Improve the interacting role between the students and various academic staff by expanding the extent of shared responsibilities in performance and roles distribution within colleges' activities to enhance mutual trust between these parties, and exchange rich expertise & equipments available between related departments for programs implementation.

3- Establish sports and cultural activities in order to develop the spirit of fair competition among students and promote the desire to identify the culture of others through joint admission programs and cultural exchanges between educational institutions.

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 # Services plans:

1- Establish an advanced electronic communication environments at the university by developing coherent and reliable and scalable web applications which allow the international community and local systems to brief our standards and the remarkable achievements that promote the international place of the university.

2- Establish an electronic system for the financial departments at the university to facilitate registration the financial resources and ensure accurate analyzing for the incomings, also encourage the internal and external investments to ensure the diversity for financial resources.

3- Activating the role of e-services to facilitate the procedures of registration in academic programs and practical activities and daily services to all students and working modules at the university.

4- Activating the role of the university library by providing modern academic resources; soft copy and hard copy of (books, references, periodicals) in addition to the appropriate infrastructure for pushing the purposes of scientific research.

#Academic plans:

-Academic Programs:

1- Adjust the contents of the study plans periodically to motivate students and faculty members for promotion and self-development, and increase opportunities of parity compared with the global plans. Perform periodic evaluation for the working groups, operational equipment, and analyzing the concerned results by the experienced hands to improve the effectiveness of these plans and programs.

2- Activating quality assurance in establishing new academic programs at the university after precise analysis and tracing of financial matters and scientific feasibility of these programs.

3- Create successful action plans to support the practical & scientific academic programs inside the various departments & faculties at the university, and ensure the financials compatibility dedicated for these programs , as

well as the serious seek for establishing joint programs with the modern educational institutions in the World.

-Academic staff:

1- Activating the role of the university colleges in quality assurance improvement by the effective participation of developing modern methods for training and learning in different educational fields, List the annual targets, as well as the organizational structure in various departments for fair distribution of roles and responsibilities.

2- Facilitating the procedures of scientific sabbatical for the academic staff to increase the efficiency and diversity of experiences by serious engaging and the positive exploitation for these opportunities and employ the qualified teaching staff from various local and global institutions, in addition to encourage the spirit of innovation and excellence.

3- Creating the assessment programs which relate to the performance of faculty staff in addition to Guidance programs which define a set of rights and duties for faculty members under the rules of educational process.

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Quality Assurance & Accreditation Office Responsibilities:

1 - Network with the Higher Education and accreditation commission (HEAC) in Jordan to comply with Quality assurance and accreditation standards.

2 - Build a connecting Bridge with the different institutions which relate to (HEAC) and share experiences with them in order to obtain local and international recognition in terms of accreditation and quality education.

3 - Apply for local Quality Assurance Ranking set by the ministry of higher education. The QAAO will be a propeller for the efforts towards national & international accreditation and quality assurance.

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4 - Establishing qualified committees to diagnose and solve different challenges and problems by developing rehabilitating and fixing programs and plans as suggested by these committees.

5 - Prepare and support the academic programs for the available degrees (B. Sc, M. Sc) at the university in order to present them in front of the local and global accreditation institutions.

6 - Participating in various local and international events aimed at developing the role of this office within the education units operating in the various institutions of higher education.

7- Performing a continuous evaluation for quality and accreditation standards apply in order to activate the university administration seriousness in the improvement of career and education.

8 - Create an approved plan for defining and developing Academic Advising Program for both; Academic Staff and students.

9 - Establish an approved structure that includes approved principles and research methods in order to organize the institutional priorities and outputs, and create specific standards for the quality of the adopted reports.

10 - Create training workshops in order to identify and provide modern teaching methods for different segments of the Academic staff to promote the confidence between the students and the working modules.

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Local Accreditation:

- Local Accreditation is granted in public and private forms to the higher education institutions in Jordan by the Higher Education Accreditation Commission For:

1 – Classifying the educational capacity operating in the field of rapid and continuing diversity of teaching Methods and learning environment in these institutions.

2 – Creating a stable institutional reference which provides technical support and strategic planning for the various outputs of higher education.

3 – Developing 'self-evaluation' concept for the various operating facilities in order to improve the productive capacity and raise the classification of these institutions.

4 – Providing administrative and academic programs to raise the performance of working teams in human resources sector and upgrading output quality for the faculty members inside the different facilities.

-General Accreditation:

-General Accreditation can be defined as a set of procedures taken by the Accreditation Commission of Higher Education to evaluate the academic and administrative departments, human resources, and different infrastructures for various higher education institutions in Jordan.

- Based on the results of the evaluation, an approved certificate of 'Quality Assurance& Accreditation' will be granted by the Accreditation Council towards the evaluated institution with a

time validity forces that institution to re-evaluate its facilities at the end of that period under agreed-upon criteria for renewing certificate's Authorities.

- General Accreditation Axes:

-Private Accreditation:

- Private Accreditation is granted for educational curricula and professional programs by Accreditation Commission of Higher Education in Jordan.

- The Commission's Council evaluates study plans for these programs, faculty member's qualifications, laboratories, and different operating fields according to the global standards of the accreditation, A certificate of 'Quality Assurance& Accreditation' will be granted based on the achieved requirements which authorize that certificate.

-Axes of the Private Accreditation:

1	• Curricula and programs objectives
2	• Study Plans
3	• Faculty members & assisting staff
4	• Books, periodicals, Dictionaries & encyclopedias
5	• Laboratories
6	• Equipments & teaching aids
7	• General and administrative requirements
8	• Students