

PROPOSAL OF EAEVE INTERNAL QUALITY ASSURANCE SYSTEM

Concept:

An Association involved primarily in evaluating levels of education and assessing teaching quality of its member establishments should submit itself to an Internal Quality Assessment and Assurance Policy to evaluate periodically the development, results and personnel involved in all the steps of the evaluation process.

Responsibility:

EAEVE:

- To create a Committee for Internal Quality Assurance (CIQA)
- To approve CIQA design and rules of functioning.
- To approve CIQA improvements, adaptations and additions when needed.
- To approve the annual report prepared by CIQA.
- To broaden the policy and objectives of quality of the EAEVE evaluation system

EAEVE Director, Evaluation/Accreditation Programme (Co-ordinator).

- To guarantee that all members of CIQA have free access to all necessary documents from the annual evaluations to facilitate the functioning of the Committee.
- To perform an objective analysis of the development of the visits, two questionnaires will be implemented during or just after every visit under the responsibility of the Co-ordinator
- 1. At the beginning of each visit, the Dean is given questionnaires on how the EAEVE Visitation Team is perceived in terms of its expertise and efficiency of functions. These should be completed by herself/himself and by one representative each from Senior Staff, Junior Staff, Research Staff, Support Staff and Students and sent at the latest 3 weeks after the visit to the EAEVE Office.
 2. Each member of the team is asked to complete a similar questionnaire in relation to the other team members confidentially on an individual basis.

Functions of CIQA:

- To direct the development, implementation, revision and improvement of quality in the EAEVE evaluation system.
- To perform a critical review on the development, results and personnel involved in all the steps of the annual evaluation processes, including the final decisions taken by ECOVE, looking for the equal application of the system to all the members without any type of discrimination.
- To present EAEVE an annual report on the fulfilment of the policies and objectives of quality, the follow up of the system and the proposals for improvement.

MEMBERS OF CIQA

- CIQA will be chaired by a member of the EAEVE Executive Committee.
- One member from 2 EAEVE Regional Groups, not the current delegate to the Executive Committee, preferably with both Executive Committee and quality assurance experience.
- The EAEVE Co-ordinator of the visits (*ex officio*)
- EAEVE Office Manager acting as Secretary (*ex officio*)
- The EAEVE General Assembly shall elect the non *ex officio* members