

## The Quality Assurance Unit



The Faculty of Nursing at Kafr El-Sheikh University strives diligently and persistently to regulate quality standards in academic education within the faculty. To achieve this goal, the faculty established a Quality Assurance and Accreditation Unit that undertakes the tasks of monitoring and organizing quality activities, enabling the faculty to achieve its academic mission in an outstanding manner. The role of the unit is to facilitate the process of regulating quality operations and to ease the transfer of experiences and best practices, allowing everyone to apply them independently in all fields. The Quality Assurance Unit at the college feels the significant challenge it undertakes to bring about a qualitative shift in the college's

program, achieving the goals of the strategic plan. The Quality Assurance Unit is considered a tool for exploring methods through which the college's programs can become of high quality and efficiency and academically accredited. It also seeks to identify opportunities for skill development and to disseminate best practices in academic work, thereby adding a positive educational experience. This places the college on the right path to fulfilling its mission by producing scientifically qualified graduates to practice nursing in various health institutions and community services.

The application of quality concepts in colleges and departments is considered one of the most important initiatives adopted by Kafr El-Sheikh University within its faculties. Therefore, building an internal quality assurance system is considered the driving force needed to effectively advance the college's education system to achieve the college's goals and mission. Thus, the college fulfills its role in supporting the university's mission and goals, achieving global leadership and excellence in building a knowledge society. All of this cannot be achieved without contributing, alongside the college administration and its various departments, to formulating a long-term strategic plan to develop the learning and teaching processes in line with the requirements of the era and the needs of society and the labor market.

## **Vision and Mission**

### **Vision of the unit: -**

Continuous development and performance improvement of the educational, research, and community service processes through the standards of the National Authority for Quality Assurance and Accreditation of Education.

### **Mission of the unit: -**

The Quality Assurance Unit at the Faculty of Nursing, Kafr El-Sheikh University, seeks to provide technical support to enhance the quality of the educational process and the performance efficiency of students, faculty members, supporting staff, and the administrative apparatus. It aims to maintain a distinguished level of quality in classrooms, laboratories, equipment, facilities, and services in light of standard reference criteria, and to prepare the Faculty of Nursing to meet the requirements of the National Authority for Quality Assurance, continuously improving the educational process and serving the environment and community, and qualifying the faculty for accreditation.

## **Unit objectives:**

The Quality Assurance Unit at the Faculty of Nursing, Kafr El-Sheikh University, aims to evaluate academic, administrative, and community performance to develop the educational and research process, serve the community, and enhance the environment in order to obtain accreditation from the National Authority for Quality Assurance and Accreditation of Education through: -

1. Promoting the principle of community participation for civil society institutions and educational-focused associations to engage in oversight and support a quality environment Promoting the principle of community participation for civil society institutions and educational associations to engage in oversight and support a quality environment.
2. Promoting a culture of quality and raising awareness about the importance of implementing evaluation programs among all college staff.
3. Elevating the values of excellence and competitiveness in all the college's disciplines Promoting the values of excellence and competitiveness in all the college's specializations.
4. Supporting the process of total quality assurance and accreditation and encouraging all academic departments to participate in all accreditation requirements. Supporting the process of total quality assurance and accreditation and encouraging all academic departments to participate in all accreditation requirements.
5. Exchange experiences and ideas related to the development of education, research, and community service activities with similar units in Egyptian, Arab, and international universities and benefit from them in achieving the desired development. Exchange of experiences and ideas related to the development of education, research, and community service activities with

similar units in the faculties of Egyptian, Arab, and international universities, and benefiting from them in achieving the desired development.

6. Fulfillment of the college to meet the requirements and standards of the National Authority for Quality Assurance and Accreditation to establish and activate an internal quality assurance system in the college in the areas of institutional capacity and educational effectiveness. The college's fulfillment of the requirements and standards of the National Authority for Quality Assurance and Accreditation to establish and activate an internal quality assurance system in the college, focusing on institutional capacity and educational effectiveness.
7. Develop an executive plan to improve the outcomes and results of learning at the college and monitor its implementation. Developing an executive plan to improve the learning outcomes and outputs of the college and monitoring its implementation.
8. Preparing special databases that include the esteemed (faculty members – teaching assistants – staff – college students – programs and courses – college graduates) to support decision-making at the college. Preparing special databases that include the esteemed (faculty members – teaching assistants – staff – college students – programs and courses – college graduates) to support decision-making at the college.
9. Organizing training courses, conferences, and workshops in the field of total quality management Organizing training courses, conferences, and workshops in the field of total quality management.
10. Establishing a system for measuring and evaluating performance at the college (alignment of the educational program with reference academic standards, community participation, research and other scientific activities, and the effectiveness of quality management and improvement). Establishing

a system for measuring and evaluating performance at the college (alignment of the educational program with reference academic standards, community engagement, research and other scientific activities, and the effectiveness of quality management and improvement).

11. Preparing and reviewing periodic and annual self-assessment reports, which serve as a reference for various executive tasks of the college administration. Preparation and review of periodic and annual self-assessment reports, which serve as a reference for various executive tasks in the college administration.

### **Methodology and work mechanism in the unit**

1. Internal and external review of the educational program description as well as the annual program report. The internal and external review of the educational program description as well as the annual program report.
2. Reviewing the course descriptions and their alignment with the educational program. Reviewing the course descriptions and their alignment with the educational program.
3. Reviewing research plans and the college's community service program and following up with graduates. Reviewing research plans, the college's community service program, and following up with graduates.
4. Review the course file reports in the academic departments to identify strengths and weaknesses, enhance strengths, and develop action plans for weaknesses. Reviewing the course file reports in the scientific departments to identify strengths and weaknesses, enhance strengths, and develop action plans for weaknesses.
5. Using survey systems and personal interviews, collecting data, and analyzing it statistically to understand the opinions of service beneficiaries.

and develop improvement plans. Using survey systems, personal interviews, data collection, and statistical analysis to understand the opinions of service beneficiaries and develop improvement plans.

6. Organizing workshops, seminars, and conferences with the aim of raising awareness about educational quality Organizing workshops, seminars, and conferences with the aim of raising awareness about educational quality.

7. Developing the educational process with the aim of enhancing the efficiency and competitive abilities of graduates Developing the educational process with the aim of enhancing the graduate's efficiency and competitive abilities.

8. Effective communication with quality and accreditation centers Effective communication with quality and accreditation centers.

9. Preparing the self-study and annual reports.

## Coordinators

### Organizational structure

The organizational structure of the Quality Assurance Unit at the college consists of two councils:

- **The first:** The unit's Board of Directors, which is responsible for policy formulation.
- **The second:** Executive Board of the unit, responsible for implementing the decisions of the Board of Directors

### The Unit's Board of Directors

The Quality Assurance Unit's Board of Directors is formed by the nomination of the esteemed Professor, the Dean of the College, and by a decision of the College Council, and is renewed annually with the presidency and membership of each of the following:

1- Dean of the College	Chairman of the Board of Directors
2- Vice Dean for Graduate Studies and Research	Member
3- Vice Dean for Education and Student Affairs	Member
4- Vice Dean for Community Service and Environmental Development	Member
5- Director of the Quality Assurance Unit	Member
6- Deputy Director of the Quality Unit	Member
7- The college secretary representing the administrative body	Member
8- One member representing the beneficiary entities	Member
9- A male or female student actively involved in student activities	Member



## **The Executive Council of the Unit**

The executive council of the quality assurance unit is formed by the nomination of the director of the quality assurance unit and by a decision of the unit's board of directors, and it is renewed annually with the presidency and membership of the following:

- 1- The Executive Director of the Quality Assurance Unit
- 2- Deputy Director of the Unit
- 3- Committee Chairs
- 4- Standard Coordinators
- 5- Students

## **Competencies of the Quality Assurance Unit's Board of Directors at the College**

The unit's board of directors is responsible for approving the policies, programs, and work systems that achieve the unit's objectives in light of the college's strategy and within the framework of the governing laws and regulations. It is specifically tasked with the following:

- Discussion and approval of the college's strategic plans as well as the approval of work plans.
- Approval of the internal regulations for work in the unit and the determination of the specializations and general descriptions for its employees.
- Reviewing the reports submitted by the unit manager regarding the progress of work in the various departments and activities of the unit.
- Study the executive work plans submitted by the unit manager, approve them, and provide the necessary resources for implementation.
- The Board of Directors, based on the proposal of the unit manager, approves and endorses the rewards and incentive bonuses for the members of the

executive council of the unit, technicians, and administrators of the unit in recognition of their extraordinary efforts in implementing quality activities at the college, subject to the approval of the college dean.

- Follow up on the decisions of the unit's executive council.
- Approval of the annual report for the unit and the periodic reports submitted on the progress of work in the unit.
- Approval of the administrative, financial, and technical regulations specific to the unit.
- Approval of holding meetings, seminars, and conferences in collaboration with other entities within and outside the universities.
- Overcoming the administrative and technical obstacles that may face the unit's activities.

### **List of training programs for faculty members and teaching assistants for the year 2022-2023**

	<b>The name of the program</b>	<b>Executing authority</b>	<b>The number</b>	<b>Percentage</b>
<b>1.</b>	Strategic Planning	The National Authority for Quality Assurance and Accreditation and the International Center for Human Resource Management and Continuing Education at Kafr El-Sheikh University	16	84%
<b>2.</b>	Internal Audit and Writing the Self-Study	The National Authority for Quality Assurance and Accreditation	17	89.5%
<b>3.</b>	Internal Evaluation of Higher Education Institutions	The National Authority for Quality Assurance and Accreditation	4	21%
<b>4.</b>	Quality Standards in the Teaching Process	The International Center for Human Resource Management and Continuing Education at Kafr El-Sheikh University	4	21%
<b>5.</b>	Adoption of National Academic Standards	The National Authority for Quality Assurance and Accreditation	17	89%

## **Method of communication with the unit**

### **Contact us**

To contact us

To contact us for inquiries and complaints, please use the following email.

[kfsnurqua@gmail.com](mailto:kfsnurqua@gmail.com)