INTERNAL QA POLICIES

This document is part of a set of guidelines that relate to accreditation. In particular it contains the *Guidelines for Developing Internal Quality Assurance Policies* that are required as a key component in the institutional accreditation process.

ECTE Review committee

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DEVELOPING INTERNAL QUALITY ASSURANCE POLICIES

In a healthy quality assurance system, institutions own, develop and implement their quality assurance processes. External quality assurance activities serve to ensure the suitability of these processes and the efficacy of their implementation. Institutions therefore should have a clear written policy for internal quality assurance.[1]

The following are some indications of good practice in developing and implementing an internal quality assurance policy:

- The policy should have formal status, meaning that it has been approved by the institution's governance, and be available to all stakeholders and the public.
- The policy should form part of institutions' strategic management within a cycle of continuous improvement that is translated into practices and processes that contributes to institutional accountability.
- All internal stakeholders should take responsibility for the quality of the institution and contribute to develop and implement this policy at all levels. External stakeholders should also be involved.
- The internal quality assurance policy should reflect the relationship between research and learning & teaching and take account of both the national context in which the institution operates, the institutional context and its strategic approach.

In addition, the policy should support areas such as:

- the organisation of a quality assurance system,

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[1] Drawn from SG-GETE Appendix A

- departments, institutions, faculties and other organisational units as well as those of institutional leadership, individual staff members and students to take on their responsibilities in quality assurance;
- academic integrity and freedom and vigilance against academic fraud;
- guarding against intolerance of any kind or discrimination against the students or staff;
- the involvement of external stakeholders in quality assurance
- evaluation of activities that are subcontracted or carried out by other parties.

The policy should be implemented, monitored and revised regularly.

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These Guidelines have been approved by the ECTE Council, 28 November 2019 and are valid until their revision.

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