

THE 30 FORMAL MECHANISMS FOR ENSURING THE QUALITY ASSURANCE OF THE PROGRAMS OF STUDIES AT CDA COLLEGE

CDA College Internal Quality Assurance Committee applies the following Internal Mechanisms for Evaluating and Reviewing the Quality of the Programme, the Student and Staff Satisfaction, and the Adequateness of these Mechanisms. The college has a detailed evaluation system to evaluate the quality of the program, and the student and staff satisfaction as follows:

1. Faculty Classroom Observation
2. Students' Faculty Evaluation Form
3. Faculty Self-Evaluation and Suggestions Report
4. Students' Faculty Evaluation Results
5. Student's Program Evaluation
6. Faculty Classroom Observation Results
7. Faculty Other Academic Matters Results
8. Faculty Overall Evaluation Results
9. One general meeting with all the faculty staff
10. Two meetings per semester with the heads and the lecturers of each departments and Students Union representatives
11. Internal Memos, Instructions and Guidelines for each program of studies
12. Students Final Assessment per Module
13. Examination and Invigilation Procedures
14. Instructions to Examination Candidates
15. Application of the ECTS System in all the programmes of study
16. Application of the ECTS Grading System
17. Assignments, Tests, Quizzes, Final Projects, Group Projects
18. Mid-Term and Final Examinations
19. Attendance Roster/ Detailed Records with all and material covered by each lecturer
20. Final Project (Thesis) Assessment Criteria
21. Internal Examiner
22. Faculty Staff Development
23. Faculty Staff Involvement
24. External Examiner
25. Student's Complaint and/or Suggestions Form
26. Student's Complain Management Procedures
27. Survey and Opinion Polls by current students and Alumni Opinion Polls.
28. Administrative Staff Self-Evaluation & Suggestions Report
29. Administrative Staff Evaluation Report
30. CDA College Committees for Monitoring the Educational Quality Assurance