



POLICY TITLE: UGHE ACADEMIC QUALITY ASSURANCE POLICY			
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1. PURPOSE

- a. To position UGHE as a leader in delivering high-quality global health education through robust quality assurance mechanisms.
- b. To ensure UGHE's programs align with accreditation and regulatory standards while fostering academic excellence and integrity.
- c. To enhance UGHE's impact on healthcare capacity-building by establishing quality standards that promote continuous improvement in teaching, research, and community engagement.

2. DEFINITIONS

- a. **Quality:** A degree or standard of excellence appropriate or suited to the purpose for which they were designed.
- b. **Quality Assurance:** The systematic and continuous monitoring, evaluation, and improvement of quality and standards of teaching, learning, research, and service to community, to meet established standards and stakeholder expectations.
- c. **Enhancement or improvement:** The process by which members of UGHE community systematically improve the quality of academic program delivery and student learning support.
- d. **Self-Assessment:** A systematic and structured review conducted by the institution to evaluate the quality of its own performance against established standards and identify areas for improvement.
- e. **Stakeholders:** Individuals or groups who have an interest in or are affected by the institution's activities, including students, staff, employers, the community, and regulatory bodies.
- f. **Cyclical Program Review:** A comprehensive analysis and evaluation of program quality conducted at predetermined intervals to provide critical information about relevance, quality, and effectiveness.
- g. **Academic Unit:** A Centre, Institute, Division, or Department in charge of an academic program at UGHE.



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3. SCOPE

- a. The University of Global Health Equity (UGHE) is committed to excellence in education, research and community engagement through the establishment of comprehensive quality assurance mechanisms that ensure continuous improvement and adherence to national and international standards.
- b. UGHE's mission aligns with promoting social justice, equity, and inclusion by providing high-quality education that addresses healthcare inequities and develops competent healthcare professionals who can serve diverse populations.
- c. This policy affirms UGHE's dedication to continuous improvement, evidence-based practices and innovation in health education that ensure its programs meet the evolving needs of health systems, particularly in resource-constrained settings.

4. PROCEDURE

UGHE's Quality Assurance framework aims to:

- a. Ensuring institutional responsibility for the quality of education, research, and community engagement.
- b. Set university standards at a level that meets or exceeds those determined by national and international regulatory and accreditation bodies.
- c. Implement continuous monitoring and evaluation tools and activities aimed at quality improvement.
- d. Enforce continuous improvement through reflective practice, critical self-evaluation, and systematic sharing of good practices among faculty and staff.
- e. Take into account the needs and expectations of all stakeholders.
- f. Demonstrate accountability to stakeholders for the quality and standards of academic programs and awards through the provision of reliable information.
- g. Respect institutional autonomy, identity, and integrity while implementing quality assurance processes.



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5. Quality Assurance Governance Structure

a. University Senate and Academic Commission

- i. The University Senate, through the Academic Commission, holds ultimate responsibility for academic quality at UGHE.
- ii. The Academic Commission receives reports and recommendations from the Academic Standards and Curriculum Review Committee (ASCRC) regarding quality assurance matters.

b. Academic Standards and Curriculum Review Committee (ASCRC)

- i. The ASCRC is established as a standing committee of the Senate to support the Academic Commission and Senate.
- ii. The ASCRC is charged with ensuring that university curriculum development and review are consistent with approved processes and undertaken in full compliance with educational policies.
- iii. The ASCRC serves as the primary body for granting formal approval of university curriculum upon recommendation to the Academic Commission and Senate.
- iv. The ASCRC maintains a high-level function of assuring academic quality through oversight of curriculum development and quality assurance in academic program delivery.

c. Quality Assurance Committee (QAC)

The QAC shall:

- i. Monitor and periodically review the systems, policies, and standards set by both the Higher Education Council (HEC) and UGHE for assuring and enhancing quality in teaching and learning.
- ii. Schedule and support cyclical reviews of programs using a self-study and peer review mechanism.
- iii. Develop quality improvement and assurance strategies across UGHE, including core academic quality indicators.
- iv. Provide reports to the ASCRC as and when required.
- v. Be chaired by a member of the ASCRC.



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d. Program and Curriculum Committee (PCC)

The PCC shall:

- i. Provide oversight for all new curriculum development at UGHE for academic programs requiring HEC accreditation, ensuring that appropriate HEC standards are applied and best practices in curriculum development are followed.
- ii. Track performance of curricula over time in relation to the achievement of core objectives while always referencing UGHE's vision of global health equity.
- iii. Make recommendations for faculty development.
- iv. Work closely with program directors across all UGHE Institutes and Centres as needed.
- v. Provide reports to the ASCRC as and when required.
- vi. Be chaired by a member of the ASCRC.

e. Educational Development and Quality Centre (EDQC)

The EDQC shall:

- i. Maintain operational oversight for quality assurance activities.
- ii. Facilitate and oversee the external review stage of program review processes.
- iii. Provide technical support for quality assurance activities.
- iv. Organize capacity building for staff on quality assurance matters.
- v. The chair of the EDQC is a member of the ASCRC.

f. Academic Units

Academic units shall:

- i. Ensure that the teaching given is of a high standard.
- ii. Address issues and concerns identified through quality assurance processes.
- iii. Implement recommendations from program reviews and external examiners.



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6. Procedures

Cyclical Program Review Process

a. Purpose and Scope

- i. Cyclical program review is a core academic activity comprising a comprehensive analysis and evaluation of program quality to provide critical information about relevance, quality, strengths and weaknesses, opportunities and threats, student learning, resources, and program contribution to UGHE's mission.
- ii. Each academic program at UGHE shall undergo cyclical review every 5 years.
- iii. The two distinct divisions of the MBBS program (Basic Medical Sciences and Clinical Sciences) shall undergo separate reviews.
- iv. The MGHM program with tracks shall undergo one review, with separate recommendations for the different tracks.

b. Components of Program Review

The program review process shall consist of three major components:

- i. Internal self-study led by the Academic Unit
- ii. External review of the program
- iii. Recommendations and action plan

c. Internal Self-Study

- i. The Academic Unit in charge shall conduct a self-study that includes:
 - The Academic Unit's goals for the program.
 - Analysis of strengths, weaknesses, opportunities, and threats to the program.
 - Analysis of how the program is serving students, achieving UGHE's mission, and contributing to the discipline in Rwanda and beyond.
 - Assessment of program achievement of intended goals and outcomes in terms of student learning and attainment.
- ii. The self-study shall be supported by evidence and involve all relevant stakeholders including faculty, students, graduates, and other departments.
- iii. The self-study report shall be submitted to the QAC Chair within 6 weeks of notification of the review.



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d. External Review

- i. External review shall be conducted by experts from institutions outside UGHE, assembled by the EDQC. The external review shall include:
 - Evaluation of the self-study report.
 - Site visit and meetings with the Academic Unit and university administrators.
 - Assessment of program curriculum, content, resources, and staffing.
 - Alignment with local and regional accreditation standards.
- ii. The external reviewers shall produce a report with recommendations within 2 weeks of completing the review.

e. Action Plan Development and Implementation

- i. Upon receiving the external review report, the Academic Unit shall:
 - Develop an action plan based on recommendations.
 - Submit the action plan to the EDQC within 4 weeks.
 - Present the action plan to the ASCRC in a formal briefing.

The ASCRC shall:

- Review, discuss, and approve the action plan.
- Present a final report with key recommendations to the Academic Commission.
- Monitor the implementation of the action plan.

The Academic Unit Head shall provide an update to the ASCRC after 6 months to report on implementation progress.

f. Internal Quality Assurance Mechanisms

In addition to the cyclical program review process, UGHE implements ongoing internal quality assurance mechanisms:

- i. **Course Evaluations:** Regular feedback from students on teaching and learning.
- ii. **Faculty Performance Reviews:** Annual assessments incorporating peer and student feedback.



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g. Stakeholder Involvement

UGHE is committed to ensuring regular consultations with stakeholders on quality assurance matters:

- i. UGHE ensures student representation in QA committees and feedback mechanisms.
- ii. Faculty are fully involved in curriculum development and peer review activities.
- iii. Industry and alumni engagement is facilitated in program relevance assessments.
- iv. All stakeholder feedback is systematically collected, analyzed, and incorporated into quality improvement plans.
- v. The university reports back to stakeholders on actions taken in response to their input, maintaining transparency in the quality improvement process.

7. Continuous Improvement

- i. Based on quality assurance findings, UGHE shall develop quality improvement plans at various levels: Institutional quality improvement strateg, academic units action plans and program improvement plans.
- ii. The university conducts regular capacity-building initiatives for faculty and staff in quality assurance methodologies.
- iii. The quality assurance framework itself undergoes periodic review and enhancement to ensure it continues to meet the evolving needs of the institution and its stakeholders.

8. Policy Implementation and Review

- i. This Quality Assurance Policy shall be implemented under the oversight of the ASCRC through the QAC.
- ii. The policy shall be reviewed every three years or sooner if necessitated by changes in national regulations or institutional priorities.
- iii. The review shall be led by the QAC in consultation with key stakeholders.



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9. Compliance with National and International Standards

- i. UGHE aligns its QA policies with Rwanda High Education Council standards, the Inter-University Council for East Africa (IUCEA) Roadmap to Quality, and international best practices.
- ii. Accreditation requirements from professional bodies (e.g., Rwanda Medical and Dental Council) are fully integrated into QA processes.
- iii. UGHE engages in benchmarking with peer institutions to adopt best practices.

10. RESPONSIBILITY

All UGHE community members

REVISION/REPLACING

This policy shall be subject to review in **five** years (03/03/2030).

EFFECTIVE DATE OF THE IMPLEMENTATION OF THE POLICY

This policy shall come into effect on the date of its approval by the Academic Commission of the University of Global Health Equity.

SIGNATURES

Approved by:

Date: 06/03/2025

Deputy Vice Chancellor, Academic Affairs and Research

Signature: *Abate Bekele*

