



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Quality Assurance Unit Guide

Prepared by

Quality and Accreditation Department

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Manual Identification Card

Manual Name	Quality Assurance Unit Guide
Code	UOM-QA-QAD-GUI-008-V1
Objective	Guiding the Quality Assurance Units of the University's colleges to manage and supervise the academic and administrative quality processes and activities
Owner	The Quality and Accreditation Department
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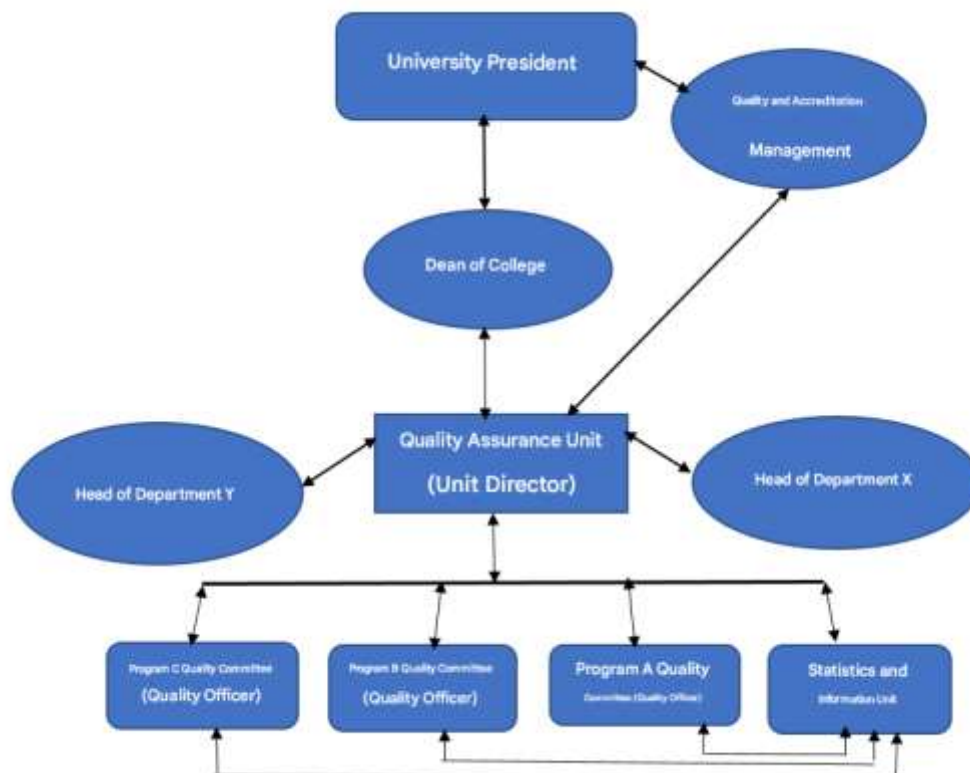


1. Introduction

The College's Quality Assurance Unit aims to instill a culture of quality and continuous improvement in all aspects of the educational and administrative processes within the College. This ensures the achievement of its mission and strategic objectives in accordance with national academic accreditation standards. This guide serves as a fundamental reference, outlining the Unit's organizational structure, objectives, tasks, and operational mechanisms. It also details the standards for measuring and evaluating the Unit's performance, as well as the procedures adopted for monitoring academic performance and ensuring the effectiveness of educational and administrative practices. This contributes to raising the level of efficiency and institutional excellence.

2. Organizational Quality Relationship in the College

The Quality Assurance Unit reports administratively to the Dean of the College and technically to the University's Quality and Accreditation Department. Organizational Quality Relationship in the College is shown in the following figure:



Organizational Quality Relationship in the College

3. The Quality Assurance Unit Objectives

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The Quality Assurance Unit aims to support the college in achieving its mission and strategic objectives by establishing standards of quality and excellence in all its academic and administrative activities. It also seeks to enhance its competitiveness and ensure the sustainability of institutional development and performance according to the highest local and international standards. The objectives of the Quality Assurance Unit are as follows:

- Contributing to enabling the college to achieve its mission and objectives through quality assurance.
- Providing the necessary elements and requirements for obtaining and maintaining academic accreditation for its various academic programs.
- Monitoring the implementation of a quality assurance system according to the highest local and international quality standards in the educational, administrative, organizational, and technical fields.
- Enhancing the college's capabilities to achieve sustainable competitive advantages in accordance with its vision, mission, and strategic objectives.

4. Unit Structure

The College's Quality Assurance Unit is structured as follows:

- Unit Director, selected by the Dean from among professors with experience in quality assurance and academic accreditation.
- Quality Coordinators for the College's academic programs.
- Representative of the College's Statistics and Information Committee/Unit.
- Representative of the College's Administrative Affairs Department.

5. Detailed Tasks of the Unit

The detailed tasks of the Quality Assurance Unit constitute the practical framework that translates the unit's objectives into concrete actions and activities that contribute to achieving the college's mission and enhancing the quality of its academic and administrative performance. These tasks focus on ensuring adherence to quality standards and academic accreditation through systematic planning, meticulous monitoring, and continuous evaluation of all aspects of institutional performance. They also include developing guidelines and policies, building comprehensive databases, and activating channels of cooperation with specialized quality bodies and centers. These tasks are integrated to form an effective system that ensures continuous improvement and establishes a culture of quality within the university work environment, thereby achieving sustainable institutional excellence.

- 1- Participating in the preparation and implementation of the college's strategic plan.



- 2- Developing an annual operational plan for the unit that aligns with the college's strategic plan and the university's quality management and accreditation plan.
- 3- Participating in providing the data and information required for preparing, developing, and evaluating the college's study plans and programs in accordance with national and international frameworks and standards.
4. Verify the application of quality assurance systems, controls, and standards in the educational, administrative, organizational, and technical fields, and monitor their continued implementation within the college.
5. Implement systems, controls, procedures, and standards for obtaining academic accreditation, and monitor their continued implementation within the college.
6. Develop a comprehensive guide for quality assurance and academic accreditation within the college, drawing on leading local and international experiences.
7. Continuously monitor and track exemplary experiences in quality assurance and academic accreditation, including the policies, systems, controls, standards, tools, and technologies used, and prepare reports that include suggestions for improvement within the college.
8. Propose the names of institutions, universities, and colleges with which the college can collaborate, form alliances, and partner in the field of quality assurance and academic accreditation.
9. Propose the names of specialized centers in the field of quality assurance and academic accreditation whose expertise and services can be utilized to help the college obtain academic accreditation.
10. Propose suitable academic accreditation bodies for the college after a thorough study and evaluation of all available alternatives, taking into account the college's vision, mission, and strategic objectives.
11. Proposing standards, tools, and mechanisms for measuring and evaluating the performance of the college's educational and administrative units in the areas of quality assurance and academic accreditation, and monitoring their accreditation.
12. Continuously monitoring the performance of educational and administrative units in the areas of quality assurance and academic accreditation, preparing reports, and including development proposals therein.
13. Building a comprehensive database for quality assurance and academic accreditation, entering, processing, and continuously updating the necessary data.
14. Preparing and implementing programs to promote a culture of quality within the college.
15. Submitting semi-annual reports to the university's Quality Assurance and Accreditation Department and the college dean on all college activities and achievements in the areas of quality assurance and academic accreditation.
16. Performing any other tasks within the scope of work.

6. Unit Performance Measurement and Evaluation Standards

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The performance measurement and evaluation standards for the Quality Assurance Unit are a key tool for enhancing performance efficiency and ensuring continuous improvement in academic and administrative work practices. They represent a systematic framework aimed at monitoring the unit's adherence to its operational and organizational plans, measuring the impact of its activities on achieving the college's strategic goals, and enhancing its academic competitiveness. These standards cover various vital aspects of the unit's work, from the effectiveness of planning and implementation, through the quality of evidence, reports, and databases, to the level of institutional interaction and the dissemination of a quality culture among college staff. By regularly applying these standards, the sustainability of outstanding performance and the achievement and maintenance of academic accreditation in accordance with best national and international practices can be ensured.

1. Effectiveness in implementing the college's strategic plan.
2. The quality and extent of benefit derived from distinguished experiences in the field of quality assurance and academic accreditation.
3. Obtaining and maintaining academic accreditation locally and internationally.
4. The quality and completeness of the quality assurance and academic accreditation manual.
5. The quality of the accreditation bodies proposed for obtaining academic accreditation.
6. The quality of consultations and services obtained by the college in the field of quality assurance and academic accreditation.
7. The quality of the standards and tools used to evaluate and measure the performance of the college's educational and administrative units in the areas of quality assurance and academic accreditation.
8. The quality and regularity of performance evaluations for educational and administrative units in the areas of quality assurance and academic accreditation.
9. The quality of proposals submitted for the automation of processes related to quality assurance and academic accreditation.
10. The quality and completeness of the databases related to quality assurance and academic accreditation.
11. The effectiveness of developing standards, tools, and mechanisms for evaluating performance and measuring achievements of the college's educational and administrative units.
12. The effectiveness of disseminating a culture of quality within the college.
13. The quality of coordination and interaction with the university's Quality Assurance and Accreditation Department.
14. The quality and regularity of reports.
15. The accuracy and completeness of information about the unit on the college's website.

7. Conclusion



The Quality Assurance Unit at the college represents a cornerstone in the journey toward institutional development and excellence, playing a pivotal role in promoting a culture of quality and establishing its principles in all areas of academic and administrative work. This guide clarifies the unit's responsibilities, operational mechanisms, and performance standards, ensuring the implementation of strategic plans and the achievement and maintenance of academic accreditation according to the highest national and international standards. A firm commitment to the guidelines outlined in this guide, coupled with the integrated efforts of all college staff, constitutes a genuine guarantee for the sustainability of improvement and development, guiding the college toward realizing its vision of leadership, academic excellence, and comm