Functionalities of the Quality Assurance and Accreditation center

First: Work On improving the awareness and training regarding quality assurance and the preparation for accreditation including the following elements in the university community

1. Awareness on the quality culture in the university community
   Faculty members and their assistants, students and administrators, as well as participants in the educational process from outside the university

2. Organizing training courses and workshops in the university community about the quality management field.

3. Preparing the staff of faculty members in the quality field

4. Hold Training sessions for faculty members to prepare a specification programs and courses and write reports for courses and programs as well as the measurement, assessment and evaluation.

5. Organizing and holding of seminars and conferences in the field of quality assurance at the university

Secondly: Technical support for colleges to establish quality assurance units in colleges to provide the following elements

1. Design the Administrative and Organizational structure to the quality assurance unit in the faculty
2. preparing the annual report
3. establish and design internal system for quality
4. prepare its self-study
5. Set plans for Continuous improvement
6. Workshops
7. Training courses
8. Applied research projects
9. Seminars and conferences

**Third: Design system for evaluation and analysis the performance:**

**Included:**

1. Set standards to evaluate the performance of deans, vice deans, heads of departments, all faculty members, their assistants and all the faculties staff.

2. Set standards to analyze the performance assessment models.

3. Set standards to distribution, analysis and evaluate the educational process in all faculties.

4. Set standards to monitoring quality assurance units performance in all faculties.

5. Set standards to evaluate special units performance in the university.

6. Set standards to ensure the contribution of all participants in the educational process and outside the faculties in all elements of the annual self-evaluation.

**Fourth: Set a system to ensure the continuity of the center work and its units in the university faculties as follows:**

1. Find sources of funding for the University QAC&QAU(faculty) in and outside the university (grants - contributions ..........)

2. Provide services that generate revenues to PUA and its faculties (special nature units) and the university surrounding community in the field of quality assurance and accreditation.
   - Technical consultancy.
   - Training courses.
Five: Create community opinion that support the continuity of self-evaluation and quality assurance at the University of Pharos and confirms compliance with national, regional, global standards by using all means of awareness.

Administrative units to quality assurance at university include the following:

1. quality assurance and accreditation at the university Center.
2. quality assurance and accreditation Unit, Faculty of Engineering.
3. quality assurance and accreditation Unit, Faculty of Languages and Translation.
4. quality assurance and accreditation Unit, Faculty of Tourism and hotels.
5. quality assurance and accreditation Unit, Faculty of Pharmacy.
6. quality assurance and accreditation Unit, Faculty of Dentistry.
7. quality assurance and accreditation Unit, Faculty of Science Finance and Administration.
8. quality assurance and accreditation Unit, Faculty of Arts and Design.
9. quality assurance and accreditation Unit, Faculty of Legal Studies and international transactions.
10. quality assurance and accreditation Unit, Faculty of Allied Health Sciences.
11. quality assurance and accreditation Unit, Faculty of Physical Therapy.
12. quality assurance and accreditation Unit, Faculty of Information and Communication Arts.

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