

Policy on Student Engagement in Quality Assurance

Policy Title – Policy on Student Engagement in Quality Assurance

Policy Number – 18

Functional Area – Academic

Effective and Revised Dates – 01.03.2024

Approving Authority – The Council, Lincoln Institute of Graduate Studies

Administrative Responsibility – Deans of Faculties, Heads of Department, Registrar, Student affairs, Welfare Division

Rationale and Purpose:

Engaging students in quality assurance is an essential aspect of education to improve the students' learning experience in a Institute. Engaging with students and responding to their opinion allows the academics to improve the learning and teaching activities of a Institute. Further, the student views and opinion will provide valuable information for the academic staff and the administrators of the institute to take informed decisions that will improve the students learning experience.

The Lincoln Institute of Graduate Studies recognizes the importance of student engagement in quality assurance and this policy is devised to provide a basis for the current activities in the Lincoln Institute of Graduate Studies in this respect. Accordingly, this policy elaborates the Lincoln Institute of Graduate Studies commitment to engage students in quality assurance activities and the mechanisms by which students could participate in quality assurance activities.

This policy document identifies the following educational aspects into which students can express their views and opinions through formal representation mechanisms.

- Development of the strategic plan and action plan of the institute
- Induction and transition of new students into university level education
- Curriculum review and design
- Delivery of courses
- Learning opportunities and resources
- Student support and guidance
- Assessment
- Community outreach
- Student welfare and well-being

Scope:

This policy has been developed in alignment with the Quality Assurance Policy and By-law of Lincoln Institute of Graduate Studies.

Policy Statement:

1. All students engaged in education at Lincoln Institute of Graduate Studies will have the opportunity to be involved in quality assurance and enhancement activities in a manner and a level appropriate to them.

2. The Lincoln Institute of Graduate Studies is committed to foster active student participation in its quality assurance systems, which include;
 - Provision of feedback of students on study programs, courses of study, teaching, learning and assessment activities.
 - Implement transparent mechanisms, agreed upon with students, for the nomination and/or election of students into the bodies where students representation is required in quality assurance activities;
 - Provide training and continuous support required for students to engage in quality assurance roles; *and*
 - Monitor, review and enhance regularly the effectiveness of the policies and processes for engaging students in quality assurance processes.
3. The Lincoln Institute of Graduate Studies recognizes that the active student engagement in quality assurance activities is important for the following reasons:
 - To encourage the students to take more responsibility and ownership for their learning at the institute;
 - To enhance deep transformational learning in students;
 - To recognize the collective student representation in the learning process and welfare activities; *and*
 - To act as the main channel to obtain feedback from the students to develop and improve all aspects of their academic life.
 - To create a mutually beneficial relationship between the staff and the students
4. The Lincoln Institute of Graduate Studies recognizes that all students have an equal voice and opportunity to contribute, regardless of the program of study, gender, religion or disability.
5. The Lincoln Institute of Graduate Studies encourages the students to engage in decision-making processes, initiate conversations and make suggestions.
6. The Lincoln Institute of Graduate Studies encourages the academic staff to provide regular feedback to students to review their own academic performance and progress.
7. The Lincoln Institute of Graduate Studies encourages creating a dialogue between the staff and the students to enable the students to set their learning goals appropriate to their learning and development needs.
8. The Lincoln Institute of Graduate Studies encourages students to learn independently both within and outside their core program of study.
9. The Lincoln Institute of Graduate Studies recognizes the importance of active student engagement in the improvement of employability, professionalism and active and responsible citizenship in both local and global contexts.
10. At Lincoln Institute of Graduate Studies, the students are encouraged and trained to undertake formal roles at a departmental, faculty and academic level body, and through the students' union, subject-based student associations, and other relevant student associations.
11. At Lincoln Institute of Graduate Studies, the staff is well-informed about student engagement in quality assurance and enhancement activities.

12. At Lincoln Institute of Graduate Studies, the student engagement in quality assurance and enhancement is recognized appropriately within the education process.
13. At Lincoln Institute of Graduate Studies, the effectiveness of student engagement in quality assurance and enhancement activities are regularly monitored and reviewed.

Framework for Student Engagement:

1. The Centre for Quality Assurance (CQA) will provide oversight in the development, implementation and monitoring of the student engagement strategy of Lincoln Institute of Graduate Studies. Deans of the faculties and heads of the departments will liaise with CQA in order to implement and monitor the student engagement at Faculty level.
2. *Student Engagement at Committees:* The student representatives are invited to sit on the Senate Sub Committee on Quality Assurance and any other relevant committees as identified by the Vice Chancellor, Council and Senate of Lincoln Institute of Graduate Studies as and when required.
3. *Student Engagement at Faculty Level:* The student representatives are invited to sit on the faculty board and QAC when their presence is required as to the matters pertaining to quality assurance.
4. *Student Engagement at Department Level:* The student representatives are invited to sit on the department meetings or relevant committees in relation to the subject of study when their presence is required.
5. *Student Engagement in Institutional and Program Reviews:* The students have the opportunity to take part in these reviews by contributing to the preparation of the self-evaluation report, meeting the review team, and working with the academic staff in responding to the review outcomes.

Related Policies and Guidelines:

Policy on Community Services/Outreach and Industry Linkage/Engagement

Policy on Examination

Policy on Program/Curricular Approval, Implementation, Monitoring, Review

Policy on Program/Curricular Designing

Policy on Teaching/Learning