



Al Ain University of Science and Technology

Quality Assurance & Institutional Research Center > Responsibilities

Responsibilities

- Organize seminars and workshops, for the academic and admin staff, on quality assurance, assessment and accreditation.
- Provide support for colleges in national and international accreditation processes.
- Formulate and conduct relevant institutional research, supporting, decision- making and strategic planning.
- Prepare institutional statistical reports, and deliver accurate, consistent and timely data to internal and external constituencies.
- Develop and maintain a university-wide outcome assessment processes and accompanying templates, handbooks, and guides.
- Produce a variety of academic and administrative quality assurance reports and institutional research in support of decision-making and planning.
- Refine and proofread the institutional manuals according to ADEK and “Ministry of Education” standards.
- Compile all institutional reports required by the “Ministry of Education” and ADEK in a timely and accurate manner.

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