

Responsibilities Table

The aim of the ‘Responsibilities Table’ is to support the study programmes (SPs) of the partner countries in the definition and documentation of their ‘organisational structure’, i.e. of the responsibilities for the management of the processes for a management for quality and for the documentation of information and data for the quality assurance of the SPs identified by the DoQuP Model.

With ‘responsibilities’ the table intends the persons or bodies in charge of the management of the activities and of the documentation for the quality assurance of a SP. The table lists all the expected activities all the activities and the associated documentation identified in the DoQuP Model and proposes two columns with the heading “Persons/bodies in charge ...”, because it may happen that, in some cases, the person/body in charge of one activity is not the same person/body in charge of the production of the associated documentation.

It is important to underline that the table has only the purpose to provide a source of guidance to each partner University in the definition and documentation of its own organisational structure. Consequently the organisation of the table can be adapted, in particular as for the columns ‘Expected activities’ and ‘Persons/Bodies in charge of the activities’, in order to take into account organisation and characteristics of the SPs of each partner University.

Responsibilities table on specialty 1-40-01-01-08 “Computer engineering”

Standards	Quality Requirements	Processes	Expected Activities	Persons/Bodies in charge of the activities	Required Documentation	Persons/Bodies in charge of the documentation <i>(only if different from the persons/bodies in charge of the activities)</i>
A - Needs and Objectives	A1 - Educational needs of the labour market	A1 - Identification of the educational needs of the labour market	Definition of the organisations representative of labour market to be consulted	Head of the Department of Implementation, production practices and development of techno - parks Head of the Centre of computer and educational technologies	Organisations representative of labour market consulted	
			Definition of the methods and schedule of the consultation	Head of the Department of Implementation, Production Practices and Development of Techno - parks Head of the Centre of computer and educational technologies	Methods and schedule of the consultation	
			Identification of the educational needs of the labour market	Head of the Department of Implementation, production practices and development of techno - parks Head of the Centre of computer and educational technologies	Identified educational needs of the labour market	
	A2 - Educational objectives	A2 - Definition of the educational objectives	Definition of the educational objectives	Dean of the Faculty of Information System and Technologies in Economics Head of the Center of computer and educational technologies	Educational objectives	

	A3 - Learning outcomes	A3 - Definition of the learning outcomes	Definition of the learning outcomes	Dean of the Faculty of Information System and Technologies in Economics Head of the Center of computer and educational technologies	Learning outcomes	
			Comparison with the learning outcomes of other study programmes of the same typology	Dean of the Faculty of Information System and Technologies in Economics Head of the Center of computer and educational technologies	Results of the comparison with the learning outcomes of other study programmes of the same typology	
B - Educational process	B1 - Admission qualifications and requirements	B1 - Definition of the admission qualifications and requirements	Definition of qualifications, requirements and criteria for the admission to the SP	Vice-rector on Innovation and Education Technologies Head of the Center of computer and educational technologies	Qualifications, requirements and criteria for the admission to the SP	
			Assessment of the mastery of the admission requirements	Vice-rector on Innovation and Education Technologies Head of the Center of computer and educational technologies	Assessment of the mastery of the admission requirements	
	B2 - Design and planning of the educational process	B2 - Design and planning of the educational process	Definition of the curriculum	Dean of the Faculty of Information System and Technologies in Economics Head of the Center of computer and educational technologies	Curriculum	

			<p>Definition of the characteristics of the didactic units</p>	<p>Dean of the Faculty of Information System and Technologies in Economics</p> <p>Head of the Center of computer and educational technologies</p>	<p>Characteristics of the didactic units</p>	
			<p>Definition of the characteristics of the graduation exam</p>	<p>Vice-rector on Innovation and Education Technologies</p> <p>Head of the Department of Graduation Control</p>	<p>Characteristics of the graduation exam</p>	
			<p>Documentation of the suitability of the curriculum to the achievement of the expected learning outcomes</p>	<p>Dean of the Faculty of Information System and Technologies in Economics</p> <p>Head of the Center of computer and educational technologies</p>	<p>Suitability of the curriculum to the achievement of the expected learning outcomes</p>	
			<p>Definition of the criteria for students' studies progression</p>	<p>Dean of the Faculty of Information System and Technologies in Economics</p>	<p>Criteria for students' studies progression</p>	
			<p>Definition of calendar and timetable of didactic units and exams</p>	<p>Head of the Department of Education and Management of Education Quality</p>	<p>Calendar and timetable of didactic units and exams</p>	
	B3 - Realization of the educational process	B3 - Realization of the educational process	<p>Control of the development of the educational process in order to check its correspondence with the designed and planned development</p>	<p>Head of the Department of Education and Management of Education Quality</p>	<p>Correspondence of the development of the educational process with the designed and planned development</p>	
			<p>Control of the assessment tests in order to check their adequacy to the learning outcomes and the correctness of the evaluation of the</p>	<p>Head of the Department of Education and Management of Education Quality</p>	<p>Adequacy of the assessment tests to the learning outcomes and correctness of the evaluation of the students' learning</p>	

			students' learning			
C - Resources	C1 - Teaching staff	C1 - Identification and put at disposal of the teaching staff	Identification of the needs of teaching staff	Vice-rector on Innovation and Education Technologies Dr. Zaripov S.	Teaching staff	
			Put at disposal of the teaching staff	Vice-rector on Innovation and Education Technologies Head of the Department of Education and Management of Education Quality		
			Identification of the needs of teaching support staff	Vice-rector on Innovation and Education Technologies Dr. Zaripov S.	Teaching support staff	
			Put at disposal of the teaching support staff	Vice-rector on Innovation and Education Technologies Head of the Department of Education and Management of Education Quality		
	C2 - Facilities	C2 - Identification and put at disposal of facilities (in particular: lesson rooms, laboratories, libraries)	Identification of the needs of classrooms	Dean of the Faculty of Information System and Technologies in Economics	Classrooms	
			Put at disposal of classrooms	Head of the Department of Education and Management of Education Quality		
			Identification of the needs of rooms for individual study	Dean of the Faculty of Information System and Technologies in Economics	Rooms for individual study	
			Put at disposal of rooms for individual study	Head of the Department of Education and Management of Education Quality		
			Identification of the needs of laboratories	Vice-rector on Science and Research	Laboratories	
			Put at disposal of laboratories	Head of the Department of		

				Education and Management of Education Quality		
			Identification of the needs of libraries	Dean of the Faculty of Information System and Technologies in Economics Dr. Zarirov S.	Libraries	
			Put at disposal of libraries	Manager of university library		
	C3 - Financial resources <i>(optional)</i>	C3 - Identification and put at disposal of financial resources	Identification of the needs of financial resources	Dean of the Faculty of Information System and Technologies in Economics Dr. Zarirov S.	Needs of financial resources	
			Put at disposal of financial resources	Rector of Technological University of Tajikistan Vice-rector on Economic and Financial Issues	Availability of financial resources	
	C4 - Student support services	C4 - Organisation and management of student support (orienteeing, tutoring and assistance) services	Organisation and management of student administrative office	Head of the Center of Registration and Electronic Government	Organization, staff, activities of the student administrative office	
			Organisation and management of orienteeing service for students in entrance	Vice-rector on Dissemination and Educational Affairs	Organization, staff, activities of the orienteeing service for students in entrance	
			Organisation and management of tutoring service	Head of the Center of Professional Development Skills	Organization, staff, activities of the tutoring service	
			Organisation and management of service for the carrying out of training periods outside University	Head of the Center of Professional Development Skills	Organization, staff, activities of the service for the carrying out of training periods outside University	
			Organisation and management of service for the students' international mobility	Head of the Department of International Relations	Organization, staff, activities of the service for the students' international mobility	
			Organisation and management of job placement service	Head of the Centre of Competiveness of the Labour Market	Organization, staff, activities of the job placement service	

	C5 - Partnerships	C5 - Establishment of partnerships with national and international businesses, research institutions and other Higher Education Institutions for the development of students' external education and mobility	Definition of the partnerships for the carrying out of training periods outside University	Head of the Center of Professional Development Skills	Partnerships for the carrying out of training periods outside University		
			Definition of the partnerships for the carrying out of international mobility periods	Head of the Department of International Relations	Partnerships for the carrying out of international mobility periods		
D - Monitoring and Results	D1 - Entrance students	D1 - Monitoring of the entrance students	Monitoring of the assessment of the mastery of the admission requirements (<i>only for first cycle and integrated programmes</i>)	Department of Analysis and Monitoring of the Education Quality	Results of the monitoring of the assessment of the mastery of the admission requirements (<i>only for first cycle and integrated programmes</i>)		
			Monitoring of the enrolments at the first course year	Vice-rector on Innovation and Educational Technologies Head of the Center of Computer and Educational Technologies	Results of the monitoring of the enrolments at the first course year		
	D2 - Students' learning	D2 - Monitoring of the students' learning	Monitoring of the students' learning	Head of the Department of Analysis and Monitoring of the Education Quality	Results of the monitoring of the students' learning		
	D3 - Students' studies progression	D3 - Monitoring of the students' studies progression	Monitoring of the students' studies progression		Head of the Department of Analysis and Monitoring of the Education Quality	Results of the monitoring of the enrolments at the different course years	
						Results of the monitoring of the dropouts	
						Results of the monitoring of the credits acquired by the students who pass from one course year to the successive one	

					Results of the monitoring of the graduation time	
D4 - Students' opinion on the educational process	D4 - Monitoring of the students' opinion on the educational process	Monitoring of the students' opinion on the didactic units	Head of the Centre of Strategic Research and Law Assurance	Monitoring instrument and schedule of the students' opinion on the didactic units		
				Results of the monitoring of the students' opinion on the didactic units		
		Monitoring of the students' opinion on the training periods outside University	Head of the Department of Analysis and Monitoring of the Education Quality	Monitoring instrument and schedule of the students' opinion on the training periods outside University		
				Results of the monitoring of the students' opinion on the training periods outside University		
		Monitoring of the students' opinion on the periods of international mobility	Head of the Department of International Relations	Monitoring instrument and schedule of the students' opinion on the periods of international mobility		
				Results of the monitoring of the students' opinion on the periods of international mobility		
		Monitoring of the opinion of the final year students on the educational process and on the student support services	Head of the Centre of Strategic Research and Law Assurance	Monitoring instrument and schedule of the opinion of the final year students on the educational process and on the student support services		
				Results of the monitoring of the opinion of the final year students on the educational process and on the student support services		
D5 - Graduates' placement	D5 - Monitoring of the graduates' placement	Monitoring of the graduates' job placement	Vice-rector on Science and Research	Monitoring instrument and schedule of the graduates' job placement		

				Head of the Department of Implementation, production practices and development of techno - parks	Results of the monitoring of the graduates' job placement	
			Monitoring of the prosecution of the studies in the second cycle programmes (<i>only for first cycle programmes</i>)	Head of the Department of Education and Management of Education Quality	Results of the prosecution of the studies in the second cycle programmes (<i>only for first cycle programmes</i>)	
			Monitoring of the employed graduates' opinions on the education received	Head of the Department of Implementation, production practices and development of techno - parks	Monitoring instrument and schedule of the employed graduates' opinions on the education received	
					Results of the monitoring of the employed graduates' opinions on the education received	
			Monitoring of the employers' opinion on the graduates' education (<i>optional</i>)	Head of the Department of Implementation, production practices and development of techno - parks	Monitoring instrument and schedule of the employers' opinion on the graduates' education (<i>optional</i>)	
					Results of the monitoring of the employers' opinion on the graduates' education (<i>optional</i>)	
E - Management System for Quality	E1 - Management system	E1 - Definition and adoption of the management system	Definition of the management system and commitment to the development of a quality culture	Head of the Department of management of education process and teaching quality	Processes for the SP management and organisational structure	
					Positions of responsibilities	
					Commitment to the development of a quality culture	
	E2 - Revision	E2 - Revision	Management of the revision process	Head of the Department of management of education process and teaching quality	Management of the revision process	
					Results of the revision process	
	E3 - Publicity of information	E3 - Publicizing of information on the study programme	Publicizing of information on the study programme	Head of the Department of management of education process and teaching quality	Publicity of the documentation for the QA of the SP	