# STRUCTURE OF THE QAE REPOSITORY

28th October 2024

The structure of the QAE Repository, which comprises twelve main sections, is designed to align itself, where relevant, to the University's framework for QAE. The twelve main sections are as follows:

1. General University
2. Quality Assurance
3. Academic Affairs
4. Research
5. Students
6. Staff
7. Business and Finance
8. Information Technology
9. Public and International Relations and Promotion
10. Lifelong Learning and Outreach
11. Alumni
12. USJ Style Guide

The details (organisation) of each section are as follows:

**1. GENERAL UNIVERSITY**

***1.1. University Charter***

***1.2. University Roadmap***

***1.3. Regulations/Rules***

*1.3.1. Academic*

*1.3.2. Operational*

*1.3.3. Human Resources*

***1.4. Policies***

*1.4.1. Academic*

*1.4.2. Operational*

*1.4.3. Human Resources*

***1.5. University Committees/Bodies***

*1.5.1. General Council*

*1.5.1.2. Elections to the General Council*

*1.5.1.3. Standing Committee (of the General Council)*

*1.5.1.4. Financial and Supervisory Committee*

*1.5.2. University External Advisory Boards*

*1.5.3. Senate*

*1.5.3.2. Elections to the Senate*

*1.5.3.3. Standing Committee (of the Senate)*

*1.5.3.4. Research and Ethics Committee*

*1.5.3.5. Student Conduct Committee*

*1.5.3.6. Academic Integrity Committee*

*1.5.3.7. Appeals Committee*

*1.5.3.8. QA/Teaching, Learning and Assessment Committee*

*1.5.3.9. Academic Promotion Committee*

*1.5.4. Executive Council*

*1.5.5. Heads of Office*

*1.5.6. Scholarship Committee*

*1.5.6.1. Hardship Committee*

*1.5.7. Health, Safety and Environment Committee*

***1.6. Data Protection***

***1.7. Health and Safety***

***1.8. Crisis Management***

***1.9. Bad Weather Arrangement***

***1.10. University's Operational Information***

**2. QUALITY ASSURANCE**

***2.1. Policy and Framework***

***2.2. Management of Academic Units***

***2.3. Faculty External Advisory Boards***

***2.4. Proposing New Programme/Amendments to a Programme***

***2.5. Templates***

***2.6. Units' Strategic Development Plans***

*2.6.1. Academic Units*

*2.6.2. Administrative Units*

*2.6.1. Academic and International Affairs Service Units*

*2.6.2. Administration Service Units*

*2.6.3. Institutional Development Service Units*

*2.6.4. Research and Innovation Service Units*

*2.6.5. Student Affairs Service Units*

***2.7. Data Collection & Reporting***

***2.8. Staff Development on QAE***

***2.9. Surveys and Survey Reports***

*2.9.2. Survey on Students' Feedback on Online Teaching and Learning at USJ (Spring 2020)*

*2.9.3. Survey on Teachers' Feedback on Online Teaching and Learning at USJ (Spring 2020)*

***2.10. University and Faculty Reports***

*2.10.2. Deans' Reports*

***2.11. Records of External Evaluation at Programme's Level***

***2.12. Records of External Evaluation at Institutional's Level***

**3. ACADEMIC AFFAIRS**

***3.1. Student Admissions***

*3.1.5. Matriculation*

***3.2. Teaching and Learning***

*3.2.10. Post-graduate Studies*

***3.3. Recognition of Prior Learning***

***3.4. Examination and Assessment***

*3.4.4. Conduct of Examinations*

*3.4.5. Boards of Examiners*

*3.4.6. Admission to Exam*

*3.4.7. Public Examination*

*3.4.9. Marking and Grading*

***3.5. Graduation***

***3.6. Academic Co-operations and Internships***

*3.6.1. Agreements of Cooperation/MOUs*

*3.6.2. Study Abroad/International Internship*

*3.6.3. Incoming Exchange Programme*

*3.6.4. Cotutelle Agreement*

*3.6.5. Internships*

***3.7. Academic Administration***

***3.8. Academic Support - Library***

***3.9. Academic Integrity Committee***

***3.10. Appeals Committee***

***3.11. Appendices***

***3.12. Framework***

**4. RESEARCH**

***4.5. Research Management and Administration***

**5. STUDENTS**

***5.1. Student Services Provision***

*5.1.1. Student Support*

*5.1.2. Counselling*

*5.1.3. Pastoral Support (Chaplaincy Support)*

*5.1.4. Campus Life*

*5.1.5. Student Association*

***5.2. Student Engagement and Involvement***

***5.3. Graduate Attributes***

***5.4. Employment and Career***

*5.4.3. Student Ambassadors*

*5.4.4. Internship*

***5.5. Student Voice***

*5.5.1. Student Feedback*

*5.5.2. Student Surveys*

***5.6. Student Conduct***

***5.7. International Students***

***5.8. Exchange Students***

*5.8.1. Outgoing Exchange Programme*

*5.8.2. Incoming Exchange Programme*

***5.9. Financial Aid and Orientation***

***5.10. Diversity and Inclusion***

***5.11. Sports and Recreation***

***5.12. Affiliations and University Ambassadors***

*5.12.1. Internal Committee*

*5.12.2. External Committee*

*5.12.2.1. Gender Equality Committee*

*5.12.2.2. Crisis Management Working Group*

*5.12.2.3. Barrier-free Facility Working Group*

***5.13. Appeal Committee***

***5.14. University Residence***

**6. STAFF**

***6.1. Staff Contract***

***6.2. Leave, Benefits and Compensation***

*6.2.1. Staff Leave*

*6.2.2. Staff Benefits and Compensation*

*6.2.2.1. USJ Group Medical Insurance*

***6.3. Career Tracking Development and Responsibilities***

***6.4. Outside Practice***

***6.5. Recruitment, Appointment and Transfer***

***6.6. Academic Induction***

***6.7. Visiting Academics***

***6.8. Evaluation***

***6.9. Promotion***

***6.10. Staff Development***

***6.11. Retirement***

***6.12. Staff Conduct***

***6.13. Staff Residential Accommodation***

***6.14. Miscellaneous Pro-formas***

**7. BUSINESS AND FINANCE**

***7.2. Procurement***

***7.3. Petty Cash and Cash Advance***

***7.5. Payment Request***

***7.6. Tuition and Related Fees***

***7.8. Facilities Rental and Service Fees***

***7.10. Funded Project Application and Execution***

**8. INFORMATION TECHNOLOGY**

THIS SECTION IS UNDER CONSTRUCTION.

**9. PUBLIC AND INTERNATIONAL RELATIONS AND PROMOTION**

***9.1. Public Relations***

***9.2. Guidelines for Publicity Request***

***9.3. Guidebook of Internal and External Communication***

***9.4. Organisation of Academic Activities***

***9.5. University Website***

***9.6. Souvenirs***

***9.7. Student Recruitment Promotion***

***9.8. Membership of International Network/International Association***

**10. LIFELONG LEARNING AND OUTREACH**

**11. ALUMNI**

**12. USJ BRAND GUIDELINES**

***12.4. Download Templates***

*12.4.1. Slide Templates*

*12.4.2. Letterhead Templates*

*12.4.3. Programme Handbook Templates*