



**UNIVERSITY OF WEST ATTICA**  
FACULTY OF ENGINEERING  
DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

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**MSc by Research in Electrical and Electronics Engineering**

**A.06**

**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING  
QUALITY POLICY FOR GRADUATE STUDY PROGRAMS**

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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING QUALITY POLICY FOR GRADUATE STUDY PROGRAMS

### 1. INTRODUCTION

MSc by Research in Electrical and Electronics Engineering fully adopts and implements the Quality Policy (QP) of the Department of Electrical and Electronic Engineering (DEEE) which is applicable to all graduate study programs offered by this department. The QP of DEEE covers

- Definitions of objectives and actions of the graduate study programs towards quality,
- QP implementation,
- QP monitoring, and
- QP communication.

In this context, the MSc Program is committed to implementing quality procedures and objectives in all axes of its operation: curriculum structure and organization, teaching, lecturers, labor market and related qualifications of the graduates, infrastructure and services, and internal evaluation, aimed at the continuous upgrading and improvement of the education and research services offered.

### 2. QUALITY POLICY OF THE DEPARTMENT OF ELECTRICAL AND ELECTRONIC ENGINEERS FOR THE MSc

The QP of DEEE for its graduate study programs takes in account best practices from similar programs offered by other European Universities. All relevant internal stakeholders are involved in the development and implementation of DEEE QP, through their participation in appropriate structures and procedures: Management Bodies, Faculty Members, Administrative Staff and Graduate Students of DEEE programs. The QP of DEEE and its implementation strategy are monitored by the Internal Evaluation Group (IEG) of DEEE, designated by DEEE, as well as by the Coordinating Committee (CC) of each MSc Program, in collaboration with the UNIWA Quality Assurance Unit (QAU).

#### 2.1 Design and Basis of the QP

The present QP has been designed on the basis of processes and procedures implemented to monitor and continuously improve the quality of the level of studies and related services, which are described below:

1. Effective implementation of the QP, which includes specific actions and which is posted on the websites of each MSc Program offered by DEEE.
2. Systematic review of the structure and organization of the MSc Programs to ensure appropriateness in the context of compliance with international guidelines and practices for graduate studies.

3. Definition of clear learning objectives and qualifications, compatible with the EQF/NQF and monitoring of the achievement of these objectives.
4. Establishing of qualitative criteria for the evaluation of teaching activities, and offer of continuous training and professional development opportunities for the teaching staff.
5. Evaluation of the qualifications of teaching staff and implementation of transparent procedures for the recruitment and selection of new teaching staff members, towards meeting the needs of the MSc.
6. Establishing of specific annual quality objectives for program improvement and systematic monitoring and review of these objectives.
7. Monitoring of the needs or requirements of the relevant labor market by continuously reviewing and adapting the program to meet these needs or requirements.
8. Evaluation and enhancement of student support services, such as administrative services, libraries, and student welfare services.
9. Effective management and utilization of the financial resources of the MSc through transparent procedures (if applicable).
10. Systematic internal evaluation of the quality assurance system in collaboration with the UNIWA Quality Assurance Unit (QAU).

## 2.2 QP Implementation

For the implementation of DEEE QP, DEEE and the respective CC for the MSc Program apply quality procedures that ensure:

1. the appropriateness of the structure and organization of the graduate program in question,
2. the pursuit of learning outcomes and qualifications in accordance with the European and National Qualifications Framework for Higher Education level 7 promoting the quality and effectiveness of teaching work,
4. the suitability of teaching staff qualifications,
5. the preparation, implementation and review of specific annual quality objectives for the improvement of the MSc,
6. the level of demand by the labor market for the qualifications acquired by the graduates,
7. the quality of support services, such as administrative services, libraries and student support services,
8. the efficient use of the financial resources of the MSc from tuition fees, if applicable,
9. carrying out the annual internal evaluation and review of the quality assurance system for the MSc program.

## 2.3 QP Monitoring

DEEE QP implementation is monitored by the IEG of DEEE in collaboration with the CC of each MSc Program and under the supervision of UNIWA QAU. Reports are approved and endorsed by the Assembly of DEEE. All involved parties within DEEE and the MSc Programs are kept informed and updated on the quality assurance procedures and encouraged to actively participate in them in order to fulfill QP aims and objectives. Within this context, teaching and research staff regularly implements the student evaluation of course modules procedures within the framework, regulations and forms defined by UNIWA QAU.

The data presented in the annual reports are collected electronically through the UNIWA QAU platform and digital application and the support of DEEE Secretariat. The IEG of DEEE and the MSc Program CC process the data in order to prepare the Internal Evaluation Report as well as any other relevant procedure, such as the Accreditation of DEEE and/or its MSc Programs. All annual Internal Evaluation Reports are discussed in the CC of the respective MSc Program and eventually in the Assembly of DEEE. The latter is the competent body for launching actions or taking measures to improve offered education and research services.

## 2.4 QP communication

The QP Statement is posted on the website of the MSc ([mscres.eee.uniwa.gr](http://mscres.eee.uniwa.gr)) in order to inform all involved parties and ensure the consensus and active involvement of all in the foreseen procedures. It is also communicated in electronic and in printed form to all involved parties (lecturers, researchers, graduate students, administrative staff, technical staff, professional, research, academic and social partners). For first-year graduate students, in particular, the QP of DEEE is communicated upon enrollment in the context of the welcome events held annually by each of DEEE MSc Programs.

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