

The Quality Assurance Procedure of the Faculty of Medicine of the University of Debrecen 2021

- (1) The Faculty of Medicine (henceforth Faculty) operates its quality assurance system as part of the quality assurance system of the University of Debrecen, based on the operative law on national tertiary education, the criteria suggested by the Accreditation Committee of Hungarian Tertiary Education, as well as the guidelines of the Ministry of Innovation and Technology, considering the European standards of quality assurance in tertiary education. The Leadership of the Faculty is committed to taking an active part in the operation and innovation of the quality assurance system.
- (2) By improving the system of quality assurance and quality authentication, the aim of the Leadership of the Faculty is to ensure the expedience of the Faculty in the national and international labor market, as well as to convey developable knowledge of a high standard.
- (3) The quality assurance system of the Faculty – taking into account the tasks defined in the Deed of Foundation – is a conscious and organized activity extending to the entire Faculty, serving the implementation of the goals disclosed in the quality policy of the University and the Faculty and in the center of which there is the gratification of the direct and indirect partners' demands, with special emphasis on all students (regardless of the financing and form of education), employers, procurers of research and other services, and international and national professional and academic communities. The operation and tasks of the quality assurance system of the Faculty is included in detail in the 'Quality Assurance Reference Book' and the regulation titled 'The Quality Assurance Procedure of the University of Debrecen'. The Faculty Board of the FMUD frames the faculty's procedure of quality assurance based on the suggestions of the Faculty's Quality Assurance Committee. The operation of the quality assurance system in the organizational units certified by the Faculty's standard ISO 9001:2015 is implemented with the assistance of the Clinical Center.
- (4) Quality assurance and quality improvement are the responsibility of every instructor, researcher and employee of the Faculty. Each staff member is obliged to perform their duties to such an extent that the Faculty's results are always in accordance with the objectives set out in the University's and Faculty's Quality Policy.

(5) The Faculty operates a Faculty Quality Assurance Committee to perform and coordinate the most important quality-related tasks. Its duties are as follows:

- a) adoption of quality assurance and quality validation principles,
- b) acceptance of a quality improvement plan and yearly review of its completion,
- c) setting the yearly quality objectives of the Faculty and yearly review of their completion,
- d) preparation of a self-assessment report and its acceptance, identifying possible areas for faculty-level development, specification of development tasks,
- e) specification of the system of student feedback (OMHV), review of data, and, if needed, modification of quality goals in light of the survey results.

(6) The Dean appoints a quality manager for the operation of the quality assurance system at the Faculty.

The tasks of the quality manager are as follows:

- a) to operate and supervise the quality assurance system at the Faculty,
- b) to participate in the execution of the University Quality Improvement Plan,
- c) to conduct Faculty self-assessment as well as to evaluate the results and to submit improvement proposals to the Dean,
- d) to elaborate and ensure the execution of the Faculty's annual Quality Improvement Plan,
- e) to elaborate and ensure the execution of the Faculty's annual Quality Aims,
- f) to provide the Rector's quality assurance commissioner with the results of the evaluation of the self-assessment conducted at the Faculty,
- g) to fulfill and continuously validate the requirements of the partners of the Faculty,
- h) to evaluate the Student Evaluation Surveys on Teaching sent out by the University of Debrecen and to submit improvement proposals to the Dean,
- i) to promote quality management – in the form of education as well – at the Faculty,
- j) to maintain continuous communication with the Rector's quality assurance commissioner at the University, and
- k) to utilize the results of the Student Evaluation Surveys on Teaching when assessing the performance of teachers.

(7) In the organizational units of the Faculty of Medicine, quality assurance tasks are carried out by quality assurance officers. The QMG (quality management group) officers of the units are informed by the Dean's Office of the Faculty of Medicine about the tasks at hand and the documents adopted by the Quality Assurance Council. The officers receive the minutes of the sessions of the Quality Assurance Council and are notified of the dates and results of the annual internal and external audits.

(8) The Faculty operates a Student Feedback subcommittee, which serves as a subcommittee of the Academic Affairs Committee. It is chaired by the Vice Dean of Scientific Affairs, and the Vice Dean of Academic Affairs is a member. The committee consists of the faculty members responsible for the year and students. The Feedback Committee is responsible for the operation of the system of student evaluation surveys on teaching. They compile the surveys, discuss the evaluated surveys and accept the pertinent report. If necessary, the Committee makes proposals to the Dean for modifications to the rules concerning education based on the results of the surveys.

Debrecen, March 1, 2021



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