

L.N. 28 of 2017

**INSTITUTE OF TOURISM STUDIES ACT
(CAP. 566)**

Internal Quality Assurance Committee Regulations, 2017

IN exercise of the powers conferred by article 27(8) and (9) of the Institute of Tourism Studies Act, the Minister for Tourism has made the following regulations:-

1. (1) The title of these regulations is the Internal Quality Assurance Committee Regulations, 2017. Citation and scope.

(2) These regulations provide for the establishment of the Internal Quality Assurance Committee of the Institute.

2. For the purposes of these regulations and unless the context otherwise requires: Interpretation.

"Act" means the Institute of Tourism Studies Act; Cap. 566.

"Board of Governors" means the Board established by article 9 of the Act;

"Chief Executive Officer" means the Chief Executive Officer of the Institute of Tourism Studies appointed in accordance with article 17 of the Act;

"Institute" means the Institute for Tourism Studies;

"Internal Quality Assurance Committee" means the Committee that will monitor the organisational performance in accordance with the National Quality Assurance Framework for Further and Higher Education;

"Minister" means the Minister responsible for Tourism;

"Program Quality Validation Board" means the Board entrusted to oversee the effective operations of the Institute academic programmes through validations as established in article 3 of the Act.

3. (1) There shall be an Internal Quality Assurance Committee which shall consist of the following members: Internal Quality Assurance Committee.

(a) three members appointed by the Board of Governors from amongst academic staff in possession of at least eight (8)

years of service and qualified in academic quality assurance;

(b) two external members appointed by the Board of Governors:

Provided that the Board of Governors shall appoint one of such members to act as the Head of the Internal Quality Assurance Committee on a full time basis.

(2) The members of the Internal Quality Assurance Committee shall hold office for two (2) years. The members may be re-appointed for further periods.

Functions of the Committee.

4. The Internal Quality Assurance Committee shall have the following functions:

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(a) to perform Quality Assurance Review of the organizational performance of the statute in accordance with the provisions set out in the Education Act and the National Quality Assurance Framework for Further and Higher Education;

(b) to establish priorities for quality improvement and to ensure that the Institute's mission is successfully achieved;

(c) to develop and monitor the implementation of the Institute's quality assurance management system through the establishment and scrutiny of department-based quality standards and practices as well as the coordination of self-reviews, peer reviews and departmental reviews;

(d) to publish, in December of each administrative year, an annual institutional report covering the previous academic year;

(e) to monitor the implementation of recommendations included in internal and external quality assurance audits;

(f) to share best practices with key stakeholders in quality assurance;

(g) to promote quality culture amongst the Institute's staff;

(h) to build capacity on quality assurance among both staff and students.

Accountability.

5. (1) It shall be the duty of the Internal Quality Assurance Committee to:

(a) periodically inform the Chief Executive Officer on the annual report and the sufficiency of resources;

(b) report significant issues related to the processes concerned with the Institute's activities, including potential improvements to those process; and

(c) coordinate with the Chief Executive Officer and provide oversight of other control and monitoring functions including compliance, legal aspects, ethics and external audit.

(2) In exercising its functions and in reporting to the Chief Executive Officer, the Internal Quality Assurance Committee shall disclose to the Chief Executive Officer any concerns which may arise during the exercise of its functions. Whenever a disagreement persists between the Chief Executive Officer and Internal Quality Assurance Committee, the Internal Quality Assurance Committee shall report such facts to the Board of Governors.

6. (1) The Internal Quality Assurance Committee shall exercise its functions independently and impartially and to such end none of the governing bodies shall interfere in the conduct of the said Committee.

Independence
and impartiality.

(2) Any member of the Internal Quality Assurance Committee who has any direct or indirect interest relating to any particular function of the Internal Quality Assurance Committee, not being an interest which disqualifies such member from remaining a member, shall disclose the nature of the interest at the first meeting of the Internal Quality Assurance Committee after the relevant facts have come to that member's knowledge; such disclosure shall then be recorded in the minutes of the meeting, and the member having an interest as aforesaid shall withdraw from any meetings at which such matter is discussed. Any such disclosure shall be communicated to the Board of Governors without delay.

7. (1) The Internal Quality Assurance Committee shall have the power, upon obtaining the authorisation of the Chief Executive Officer, to:

Powers vested
in the Internal
Quality
Assurance
Committee.

(a) have unrestricted access to all functions, files, property and staff as determined by its specific assignment, regarding the applicable rules for data protection and confidential information;

(b) in the framework of the annual report, allocate resources, set frequencies, select subjects, determine scopes of work and apply the techniques required to accomplish audit

objectives; and

(c) obtain the necessary assistance of all personnel in units of the Institute where they perform audits, as well as other specialised services from within or outside the organisation.

Meetings of the
Internal Quality
Assurance
Committee.

8. (1) The Internal Quality Assurance Committee shall meet at least once a week.

(2) No business shall be transacted by the Internal Quality Assurance Committee unless a quorum of three members is obtained.

(3) The Head of the Internal Quality Assurance Committee shall chair and regulate all proceedings and discussions and the Internal Quality Assurance Committee shall establish its own rules of procedure during its meetings.

(4) The Head of the Internal Quality Assurance Committee may invite guests to attend the meeting as observers.

(5) The Internal Quality Assurance Committee shall reach its decisions through a simple majority vote.

