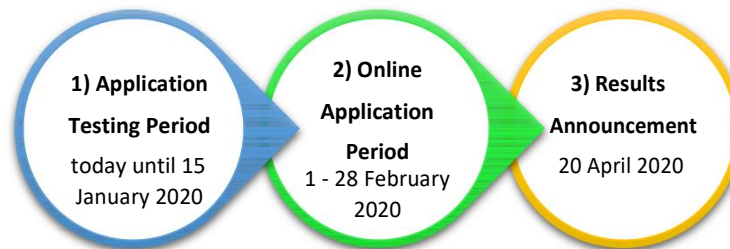# Instructions for Online Application

Applicable for AUN-QA Programme Assessment from January to December 2021

Terms & conditions

- Each university can submit a maximum of 4 study programmes per application with a maximum of 2 applications.
- The application is considered complete only if all required documents are submitted.
- If you wish to submit two applications, the link to second application will be provided only after you complete the first application.
- The university must transfer the AUN-QA Administrative Fee (1,500 USD) within 2 weeks after receiving the invoice from the AUN-QA Secretariat. The proof of payment must be submitted via email to the AUN-QA Secretariat to complete application process. The Administrative Fee is non-refundable under any circumstances.

Application Timeline

1) Application Testing Period
today until 15 January 2020

2) Online Application Period
1 - 28 February 2020

3) Results Announcement
20 April 2020

Requirement

- **Gmail account must be used to access and apply the Online Application**

Information

1) **Online Application Period**
   - **Application Period**
     - o Application period will be opened at 10.00 AM Bangkok local time (GMT+7) of 1 February 2020 to 11.59 PM Bangkok local time (GMT+7) of 28 February 2020.
     - o The link to online application will be provided to the following emails:
       - ❖ Registered emails of the Chief Quality Officers
       - ❖ Emails of contact person provided by the AUN-QA Member Universities
     - o The Application is for AUN-QA Programme Assessment from January to December 2021.
   - **Required Documents**
     - 1. Official request letter with the following details/ requirements:
       - ❖ Name(s) of study programme(s) to be assessed
       - ❖ The letter must be signed by Rector, Vice Chancellor, or President of the university
     - 2. Part 1 (Introduction) of the SAR for each requested study programme:
       - ❖ Executive Summary of the SAR
       - ❖ Organisation of the self-assessment on how the self-assessment was carried out and who were involved
       - ❖ Brief description of the university, faculty and department that outline the history of quality assurance, mission, vision, objectives and quality policy of the university as well as faculty and department

   Please note that all documents should be submitted in .PDF format.

   - **Re-assessment**
     - o University who wish to apply for re-assessment, Progress Report of the recommendations from the previous AUN-QA assessment needs to be submitted during the online application process.
   - **Payment**
     - o University must transfer 1500 USD of AUN-QA Administrative Fee within 2 weeks after receiving the invoice from the AUN-QA Secretariat. Proof of payment must be emailed to the AUN-QA Secretariat to complete application.

3) **Results Announcement**
   - Results will be announced on 20 April 2020.

AUN-QA Secretariat Contact Persons

If you have any inquiries during application testing period, please contact Ms. Nisanat Watthayu at aun.officer3@gmail.com CC Ms. Supatcha Supapant at aun.supatchas@gmail.com Ms. Ing-orn Jeerararuensak at aun.ingorn@gmail.com