

3.3 Requirements for Self-Assessment Report (SAR)

SAR submitted by the applying university shall meet the following requirements:

- The SAR should be written and translated into English language that is easy for the assessors to comprehend. A glossary of abbreviations and terminologies used in the report should be provided;
- The SAR should be submitted or made available in both hardcopy and softcopy to the assessors and AUN Secretariat at least 1¹/₂ – 2 months before the site assessment;
- Hardcopies of the SAR must be made available to the assessors at the site assessment together with the supporting documents and evidences clearly labeled and displayed in the discussion room for assessors; and
- The SAR should not be more than 50 A4 pages and printed in a consistent typeface with font size 12. The content of the SAR should consist of:

Part1: Introduction

- Executive summary of the SAR
- Organisation and approach of self-assessment carried out
- Brief description of the university, faculty and department – outline the history, mission, vision, objectives and quality policy of the university followed by a brief description of the faculty and department.

Part2: AUN-QACriteriaRequirements

This section contains the write-up on how the university, faculty or department addresses the requirements of the AUN-QA criteria. Follow the criteria listed in the self-assessment checklist.

Part3: StrengthsandWeaknessesAnalysis

- Summary of strengths - Summarise the points that the department considers to be its strengths and mark the points that you are proud of.
- Summary of Weaknesses - Indicate which points the department considers to be weak and in need of improvement.
- Completed checklist
- Improvement plan – recommendations to close the gaps identified in the self-assessment and the action plan to implement them.

Part4: Appendices

Glossary, supporting documents and evidences