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- For the ease and efficiency of on-site assessment, the appendices on the exhibits should be arranged following the AUN-QA criteria and sub-criteria starting with appendix 1.1, 1.2 and so on.
- Vital appendices need to be translated into English, as stated in the **SAR Checklist** no.9 as shown below:

9	The following information and documents are translated into English if they are in local language:
a	Expected learning outcomes
b	Brief outline of all courses in the programme
c	Programme specification
d	Samples of course specification
e	Educational philosophy
f	Sample of examination papers
g	Sample of marking guides
i	Sample of rubrics especially for internship, project and thesis writing
j	Sample of academic and support staff appraisal forms
k	Sample of student evaluation
l	1-page brief of each survey, tracer study report or minutes of meeting
m	Executive summary of academic and support manpower plan
n	Executive summary of training and development plan for academic and support staff



- Label of the appendices must be in English, not the local language.

5. The On-Site Interview Session: Dos' and Don'ts

5.1. General Rules

5.1.1. The interviewee (especially the students, alumni, and employers) should be informed in advance of what and why they are there at the interview session.

5.1.2. The size of each interview session should be between 15 and 25 interviewees. It should not exceed 25 interviewees of each session. Should

the number exceeds the limit, some interviewees will not be allowed to participate.

5.1.3. List of interviewees are to be given by the QA Unit and/or contact person of study program to AUNQA Sec. at least **1 week** before the assessment for verification or modification. The hardcopy of all list of interviewees should be given to the assessor team and the AUNQA Sec. **upon arrival at the hotel on “Day 0” as part of the assessment document package.**

5.1.4. During the interview session, it is required that the representatives of the assessed programmes (**academic staff, NOT the student liaison**) standby outside the interview room **at all time** in case the assessor team need some assistance during the session.

5.1.5. The interview room(s) of the different assessed programme(s) should be in close proximity (on the same floor) or in the same building. The lunch venue of all assessed programmes should be in the same place (not mandatory).

5.1.6. In all interview session except the Interview with heads of department, department administrators, and SAR Team (in the morning of Day 1) SAR writing team is not allowed to join other interview session especially the academic staff interview unless requested by Assessor Team.



5.1.7. The list of interviewee should include their name and position and other necessary details. Full details of the info requirement within the list are indicated below.

5.1.8. In most cases, if there are two or more programmes sharing the same personnels of support/administrative staff, it is recommended to split interview session into 2 session i.e. 60 minutes for faculty-level support staff and 30 minutes for programme-level support staff.

5.1.9. All kinds of recording (including visual and audio recording and word-by-word note taking) is **not allowed** during the interview. Photo taking is allowed only before and after the interview session.

5.1.10. Administrative-level staff (deans, vice deans, head of departments) are not allowed during the academic staff interview and any other interview

session. Academic staff is not allowed during any other interview session except their own.

- 5.1.11.** Seating arrangement in the interview session should allow the close proximity between the assessors and the interviewees.
- 5.1.12.** Sufficient microphones should be provided where necessary
- 5.1.13.** Interviewees are not allowed to use laptops, tablets, and mobile phones throughout the interviews unless it is an emergency.
- 5.1.14.** Interviewees are expected to arrive on time and those who arrive late may not be allowed to enter the room.



- 5.1.15.** Interviewees are not allowed to exit the room after the interview starts unless it is an emergency.
- 5.1.16.** If there are other persons (other than interviewees) who accompany the interviewees such as during employer interview, the host university must inform AUNQA Sec at least 1 week before the actual assessment and the decision will be at the discretion of AUNQA Sec.

- 5.1.17.** Each interviewee should bring “Name Tent” so that assessor can easily identify them during the interviews. Name tent should include the details of the interviewee



- 5.1.18.** The seating of interviews should be grouped where appropriate. For example, for student interview, the seating should be grouped into cohorts.
- 5.1.19.** The interviewees shall not be given a copy of SAR to read before the interview session.

5.2. Specific rules of each interview session

5.2.1. Academic Staff interview

5.2.1.1. Condition of the academic staff selection

- The academic staff should be varied in age. There should be a good, proportionate mixture of young and senior lecturer.
- Academic staff with management and/or administrative position (President/ Vice President/ Dean/ Vice Dean etc.) **is not allowed** in this session.
- Twenty (20) is the maximum number for academic staff interviewees.

5.2.1.2. INFO to indicate in the list of academic staff interviewees

- The list should indicate name, academic title, and position.

5.2.2. Support Staff interview

5.2.2.1. Condition of the Support Staff selection

- Support staff must not have teaching duties i.e. holding academic position, and should have support- related duties ONLY.
- For the support staff, it is mandatory to include the following personnel: 1.) University librarian, 2.) Faculty/ department librarian, 3.) Faculty/ department registrar, 4.) laboratory staff (if applicable) 5.) Faculty's IT Staff.
- Twenty (20) is the maximum number for support staff interviewees.

5.2.2.2. INFO to indicate in the list of support staff interviewees

- The list should indicate name, position, and tasks.

5.2.3. Student interview

5.2.3.1. Condition of the student selection

- The students should be selected and distributed evenly for their year of study (for example, if it's a 4-year program, it should be 5 students selected from each 1st – 4th year, making a total of 20).
- Twenty (20) is the maximum number for support staff interviewees.

5.2.3.2. INFO to indicate in the list of student interviewees

- The list should indicate name and year of study of the student.

5.2.4. Alumni interview

5.2.4.1. Condition of the alumni selection

- Selection should not include the alumni who has been graduated for more than 10 years or more.
- The graduate year of the alumni should be varied and to include a fresh graduate as well. The selection should include the students from both old and new curriculum (if applicable). As such, those who have just graduated or have been graduated 1-2 years at the date of the assessment should be represented in the alumni interview session.
- Twenty (20) is the maximum number for alumni interviewees.

5.2.4.2. INFO to indicate in the list of alumni interviewees

- The list should indicate name, company or current studies, and year of graduation

5.2.5. Employer interview

5.2.5.1. Condition of the employer selection

- For the good result of the assessment, the number of employer should be no fewer than 10 interviewees.
- If the employer is alumni of the university in which programmes are being assessed, and they hire graduates of the assessed programme, they can be included in the employer interview but **NOT MORE THAN 30%** of the total number of employers (If you have 10 employers, not more than 3 of this type will be accepted).
- If the employer is the alumni of the assessed programme, they should be in alumni session, not employer session (even if they hire graduates of the assessed programme).
- Fifteen (15) is the maximum number for employer interviewees.