

**assessment. This is because airfare is paid in advance by AUNQA Sec., not the assessors. Assessors only need to sign upon receiving honorarium, if necessary.**

### **13. Token of Appreciation and Souvenir (if any) Arrangements**

- It is strongly suggested that the token of appreciation and souvenirs (if any) presented by the host university during the assessment process should not be of high values.

### **14. General rules of observer**

For the purpose of staff development and learning, observers are permitted to attend specific parts of the site assessment. To safeguard the integrity and confidentiality of the assessment, observers must be **from other universities** (observers from the university being assessed are no longer allowed in any interview session) and adhere to the following requirements:

- They must be from AUN-QA members and associate members.
- The list of observers will be approved by Chairperson of the AUN-QA Council.
- They are required to formally declare that they have no conflicts of interest with the university being assessed;
- They are not allowed to record the observed session using any electronic devices;
- They will not be allowed to observe any private discussion held by the assessment team;
- They may be excluded from any meeting or interview by the discretion of chief/lead assessor and/or AUN-QA Secretariat;
- They are not allowed to ask questions or provide comments during the site assessment and interviews;
- They are responsible for their own accommodation and travel; and
- They may be invited to provide comments about the assessment process by AUN-QA Secretariat.
- During the interview session, observer has to wear badge (which state clearly that they are 'observer') all the time.
- Observers are not allow to bring laptop, recorder, and tablets during the interview. It is not also appropriate for observer to conduct verbatim note during the interview as it is counter-productive to AUN-QA principle.
- We allow the maximum of 3 observers per programme.

### **15. Photos and Video**

- Photo can be taken before and after the interview, not during the interview
- VDO is only allowed in the closing ceremony. VDO recording is not allowed during any interview session.

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