

# General Guidelines for AUN-QA Programme Assessment in AUN-QA Member Universities

## 2<sup>nd</sup> REVISED VERSION SEPTEMBER 2017 FOR INTERNAL USE ONLY PREPARED BY AUN-QA SECRETARIAT

### 1. Initial Arrangement

- QA unit<sup>1</sup> of the university should assign a contact person from each assessed programme. The details of contact person must be given to AUN-QA Secretariat. (AUNQA Sec.). For the efficiency of the assessment operation, the AUNQA Sec. will communicate directly to every contact person, and keep QA Unit in the cc. Most communication will be done through Email. **Should one or more of the requested programmes are a reassessment, the university is to notify the AUNQA Sec in advance and the reassessed programme is to submit the progress summary report providing details of what have been done to address the areas for improvement as stated in the previous assessment report.**

### 2. Opening and Closing Session

#### 2.1. Opening session

- 2.1.1.** The general purpose of opening session is to provide the relevant information of the university especially the vision/mission of the university to show the alignment with the Expected Learning Outcomes (ELOs) of the study programme(s).
- 2.1.2.** President and/or Rector and/or Vice Chancellor should be presented at the opening and closing session. If not, Vice President/ Vice Rector should be representing the university at the two events.

#### 2.2. Closing session

- 2.2.1.** The closing session is divided into 2 parts, 1.) The preliminary finding of the results, and 2.) The closing ceremony. The presentation of the preliminary finding of the result is arranged as a closed session (participants are the university top administrators and those involved directly in the study

---

<sup>1</sup> The office or the person as officially appointed to oversee the overall quality assurance (QA) activities of the university