

#### 5.2.5.2. INFO to indicate in the list of employer interviewees

- The list should indicate 1.) name, 2.) position, 3.) company/ institution they represent, 4.) if they are alumni of the university

### 6. Preparation for Translator/ Interpreter

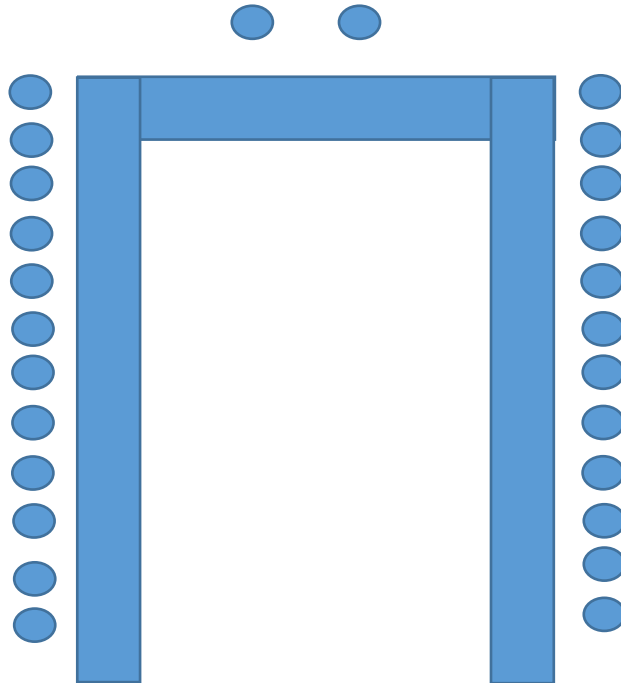
- **It is preferable to use independent translator.** If not available, it has to be academic staff from different Faculties/Schools. For the benefit of the study program, translation should be done in details i.e. no answer should be shortened or summarized during the translation. The AUNQA Sec. reserves the right to request a new translator/interpreter if necessary.

### 7. Protocol and arrangement of the meeting room

#### 7.1. Position of ASEAN Flag in the Flag Arrangements for ASEAN Meetings

**7.1.1.** The ASEAN outdoor/venue and room flag shall be displayed together with the flags of ASEAN Member States in alphabetical order, based on the names of Member States, starting from Brunei Darussalam on the extreme left and with the ASEAN Flag (if available) always on the extreme right after the national flag of Viet Nam, in the following manner:

- 7.2.** The university is required to submit the photos of the interview room of every programmes prior to the site visit.
- 7.3.** It is strongly suggested that the microphones are available in the interview room
- 7.4.** The interview must be big enough to have the areas where exhibits and appendices are printed out and displayed within the interview room.
- 7.5.** The interviewees should not sit on the same side with the assessor team.
- 7.6.** The table set up should follow a U-Shape format (per below)



## 8. Facility site visit

- The list of facility site visit at both university level and the faculty level **MUST be given to AUNQA Sec. for consideration 1 week prior to the assessment.** That way, suggestions and alterations can be made before that site visit date.

## 9. Document Review and clarification session with the Head of Department (HOD) and SAR Team

- During the document review and clarification session on Day 2 afternoon, there should be 2 translators on standby to assist both assessors with the documents in local language. The translator can be member of the SAR Team themselves.

## 10. Travel arrangements

- Air tickets of AUN-QA Assessors and AUN-QA Secretariat will be managed by the AUN-QA Secretariat.
- Before arrival date, the university should provide the pre-departure information to AUNQA Sec. and assessor team. Example will be given by the AUNQA Sec.