

Checklist for the Submission of Self-Assessment Report (SAR)

Name of Study Programme: _____				
S/N	Items to be verified by AUN-QA Secretariat and University being assessed	Yes	No	Remarks
1	SAR is submitted to AUN-QA Secretariat and assessors 1.5 - 2 months before the site visit			
2	SAR is written in English and local terminologies in the SAR are consistently translated into English			
3	SAR is typed in 12-point font size consistently throughout the SAR			
4	SAR is 50-70 pages, excluding appendices, and page number is printed on each page			
5	SAR is structured into 4 parts: Part 1 - Introduction Part 2 - AUN-QA Criteria Part 3 - Strengths and Weaknesses Analysis Part 4 - Appendices			
6	Appendices are enclosed/available online			
7	Access rights and passwords are given to AUN Secretariat and assessors for online access			
8	Part 2 of the SAR is written according to the AUN-QA criteria checklist as listed in "Appendix A – Checklist for AUN-QA Assessment at Programme Level"			
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			
h	Sample of rubrics especially for internships, projects and thesis writing			
i	Sample of academic and support staff appraisal forms			
j	Sample of student evaluation			
k	1-page brief of each survey, tracer study report or minutes of meeting			
l	Executive summary of academic and support manpower plan			
m	Executive summary of training and			

	development plan for academic and support staff			
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We hereby confirm that the name of the study programme and SAR submitted have been **read, checked, and reviewed** by the Head of SAR Writing Team, and the Head of QA Unit of the university. This SAR is the final version and is authorized for the release to AUN-QA Secretariat

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Head of SAR Writing Team

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Head of QA Unit (Chief Quality Officer)

*The AUN-QA Secretariat and the assessor team reserve the right to postpone the assessment due to the late SAR submission (less than 1.5 months) or if they find the SAR and its contents (including appendices) not in order or incomplete after verification.

*The name of the study programme provided above will be in the AUN-QA assessment report and certificate which cannot be **changed** upon submission of this checklist.