**ASEAN University Network**

Appendix B

AUN-QA ASSESSMENT PLANING (PROGRAMME LEVEL)

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| AUN-QA Assessment No.: | Date of Assessment: |
| Name of Programme Assessed: | |
| Name of University: | |
| Name of Faculty/School: | |
| Name of Management Representative/Designation: | Email: |
| Name of Assessors: | |

| **Criteria** | | **Strengths** | **Interview Questions** | **Source of Evidence** | **Area for Improvement** |
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| 1. Expected Learning Outcomes | 1.1 The expected learning outcomes have been clearly formulated and aligned with the vision and mission of the university [1,2] |  |  |  |  |
| 1. Expected Learning Outcomes | 1.2 The expected learning outcomes cover both subject specific and generic (i.e. transferable) learning outcomes [3] |  |  |  |  |
| 1. Expected Learning Outcomes | 1.3 The expected learning outcomes clearly reflect the requirements of the stakeholders [4] |  |  |  |  |
| 2. Programme Specification | 2.1 The information in the programme specification is comprehensive and up-to-date  [1, 2] |  |  |  |  |
| 2. Programme Specification | 2.2 The information in the course specification is comprehensive and up-to-date  [1, 2] |  |  |  |  |
| 2. Programme Specification | 2.3 The programme and course specification are communicated and made available to the stakeholders [1, 2] |  |  |  |  |
| 3. Programme Structure and Content | 3.1 The curriculum is designed based on constructive alignment with the expected learning outcomes [1] |  |  |  |  |
| 3. Programme Structure and Content | 3.2 The contribution made by each course to achieve the expected learning outcomes is clear [2] |  |  |  |  |
| 3. Programme Structure and Content | 3.3 The curriculum is logically structured, sequenced, integrated and  up-to-date [3, 4, 5, 6] |  |  |  |  |
| 4. Teaching and Learning Approach | 4.1 The educational philosophy is well articulated and communicated to all stakeholders [1] |  |  |  |  |
| 4. Teaching and Learning Approach | 4.2 Teaching and learning activities are constructively aligned to the achievement of the expected learning outcomes [2, 3, 4, 5] |  |  |  |  |
| 4. Teaching and Learning Approach | 4.3 Teaching and learning activities enhance life-long learning [6] |  |  |  |  |
| 5. Student Assessment | 5.1 The student assessment is constructively aligned to the achievement of the expected learning outcomes [1, 2] |  |  |  |  |
| 5. Student Assessment | 5.2 The student assessments including timelines, methods, regulations, weight distribution, rubrics and grading are explicit and communicated to students [4, 5] |  |  |  |  |
| 5. Student Assessment | 5.3 Methods including assessment rubrics and marking schemes are used to ensure validity, reliability and fairness of student assessment [6, 7] |  |  |  |  |
| 5. Student Assessment | 5.4 Feedback of student assessment is timely and helps to improve learning [3] |  |  |  |  |
| 5. Student Assessment | 5.5 Students have ready access to appeal procedure [8] |  |  |  |  |
| 6. Academic Staff Quality | 6.1 Academic staff planning (considering succession, promotion, re-deployment, termination, and retirement) is carried out to fulfil the needs for education, research and service [1] |  |  |  |  |
| 6. Academic Staff Quality | 6.2 Staff-to-student ratio and workload are measured and monitored to improve the quality of education, research and service [2] |  |  |  |  |
| 6. Academic Staff Quality | 6.3 Recruitment and selection criteria including ethics and academic freedom for appointment, deployment and promotion are determined and communicated  [4, 5, 6, 7] |  |  |  |  |
| 6. Academic Staff Quality | 6.4 Competences of academic staff are identified and evaluated [3] |  |  |  |  |
| 6. Academic Staff Quality | 6.5 Training and developmental needs of academic staff are identified and activities are implemented to fulfil them [8] |  |  |  |  |
| 6. Academic Staff Quality | 6.6 Performance management including rewards and recognition is implemented to motivate and support education, research and service [9] |  |  |  |  |
| 6. Academic Staff Quality | 6.7 The types and quantity of research activities by academic staff are established, monitored and benchmarked for improvement [10] |  |  |  |  |
| 7. Support Staff Quality | 7.1 Support staff planning (at the library, laboratory, IT facility and student services) is carried out to fulfil the needs for education, research and service [1] |  |  |  |  |
| 7. Support Staff Quality | 7.2 Recruitment and selection criteria for appointment, deployment and promotion are determined and communicated [2] |  |  |  |  |
| 7. Support Staff Quality | 7.3 Competences of support staff are identified and evaluated [3] |  |  |  |  |
| 7. Support Staff Quality | 7.4 Training and developmental needs of support staff are identified and activities are implemented to fulfil them [4] |  |  |  |  |
| 7. Support Staff Quality | 7.5 Performance management including rewards and recognition is implemented to motivate and support education, research and service [5] |  |  |  |  |
| 8. Student Quality and Support | 8.1 The student intake policy and admission criteria are defined, communicated, published, and up-to-date [1] |  |  |  |  |
| 8. Student Quality and Support | 8.2 The methods and criteria for the selection of students are determined and evaluated [2] |  |  |  |  |
| 8. Student Quality and Support | 8.3 There is an adequate monitoring system for student progress, academic performance, and workload [3] |  |  |  |  |
| 8. Student Quality and Support | 8.4 Academic advice, co-curricular activities, student competition, and other student support services are available to improve learning and employability [4] |  |  |  |  |
| 8. Student Quality and Support | 8.5 The physical, social and psychological environment is conducive for education and research as well as personal well-being [5] |  |  |  |  |
| 9. Facilities and infrastructure | 9.1 The teaching and learning facilities and equipment (lecture halls, classrooms, project rooms, etc.) are adequate and update to support education and research [1] |  |  |  |  |
| 9. Facilities and infrastructure | 9.2 The library and its resources are adequate and updated to support education and research [3, 4] |  |  |  |  |
| 9. Facilities and infrastructure | 9.3 The laboratories and equipment are adequate and updated to support education and research [1, 2] |  |  |  |  |
| 9. Facilities and infrastructure | 9.4 The IT facilities including e-learning infrastructure are adequate and updated to support education and research [1, 5, 6] |  |  |  |  |
| 9. Facilities and infrastructure | 9.5 The standards for environment, health and safety, and access for people with special needs are defined and implemented [7] |  |  |  |  |
| 10. Quality Enhancement | 10.1 Stakeholders needs and feedback serve as input to curriculum design and development [1] |  |  |  |  |
| 10. Quality Enhancement | 10.2 The curriculum design and development process is established and subjected to evaluation and enhancement [2] |  |  |  |  |
| 10. Quality Enhancement | 10.3 The teaching and learning processes and student assessment are continuously reviewed and evaluated to ensure their relevance and alignment [3] |  |  |  |  |
| 10. Quality Enhancement | 10.4 Research output is used to enhance teaching and learning [4] |  |  |  |  |
| 10. Quality Enhancement | 10.5 Quality of support services and facilities (at the library, laboratory, IT facility and student services) is subjected to evaluation and enhancement [5] |  |  |  |  |
| 10. Quality Enhancement | 10.6 The stakeholder’s feedback mechanisms are systematic and subjected to evaluation and enhancement [6] |  |  |  |  |
| 11. Output | 11.1 The pass rates and dropout rates are established, monitored and benchmarked for improvement [1] |  |  |  |  |
| 11. Output | 11.2 The average time to graduate is established, monitored and benchmarked for improvement [1] |  |  |  |  |
| 11. Output | 11.3 Employability of graduates is established, monitored and benchmarked for improvement [1] |  |  |  |  |
| 11. Output | 11.4 The types and quantity of research activities by students are established, monitored and benchmarked for improvement [2] |  |  |  |  |
| 11. Output | 11.5 The satisfaction levels of stakeholders are established, monitored and benchmarked for improvement [3] |  |  |  |  |