**ASEAN University Network**

Appendix D

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: |

**Report Summary**

This report is based on the information provided in the self-assessment report (SAR), evidences, site tour and interview with selected stakeholders including academic and support staff, student, alumni and employers. It should be read together with the preliminary findings presented at the closing ceremony where the key strengths and areas for improvement were highlighted.

The AUN-QA assessment at programme level covers 11 criteria and each criterion is assessed based on a 7-point scale. The summary of the assessment results is as follows :

|  |  |
| --- | --- |
| Criteria | Score |
| 1. Expected Learning Outcomes |  |
| 2. Programme Specification |  |
| 3. Programme Structure and Content |  |
| 4. Teaching and Learning Approach |  |
| 5. Student Assessment |  |
| 6. Academic Staff Quality |  |
| 7. Support Staff Quality |  |
| 8. Student Quality and Support |  |
| 9. Facilities and infrastructure |  |
| 10. Quality Enhancement |  |
| 11. Output |  |

Based on the assessment results, the Bachelor of Programme fulfilled the AUN-QA requirements. Overall the quality assurance implemented for the programme is “ ”.

| **Criteria** | **Strengths** | **Area for Improvement** | **Score****(1 – 7)** | **Overall****Score** |
| --- | --- | --- | --- | --- |
| 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] |  |  |  |  |