

HAQAA2 Initiative: Harmonisation, Quality Assurance and Accreditation in Africa

Methodology for External Reviews of Quality Assurance Agencies

Template for the Self-Assessment Report

Chapter 1. Introduction

The agency's motivation to take part in the review.

Chapter 2. Development of the Self-assessment report (SAR)

Describe the method the agency has used to develop and produce the SAR (appointment of the SAR team, involvement of stakeholders, etc.).

Chapter 3. Higher Education and QA of Higher Education in the Context of the Agency

Describe briefly the higher education system and the evaluation of higher education in your country.

Chapter 4. History, Profile and Activities of the Agency

Describe the history, profile and all activities of the agency as well as its position and status in the national context.

Chapter 5. Higher Education Quality Assurance Activities of the Agency

Describe the external quality assurance activities undertaken by the agency. Provide details on the processes and methodologies applied. An account of the selection process, role and training of the external experts.

Chapter 6. SWOT Analysis

Analyse the strengths, weaknesses, opportunities and threats of the agency.

Chapter 7. Internal quality assurance procedures

Describe the agency's internal quality assurance procedures.

Chapter 8. Alignment of [agency] with the African Standards and Guidelines Part B and Part C

In this part of the text, the agency should indicate how they interpret and align with the standards, including sufficient evidence and self-critical analysis on the effectiveness of the agency's approach.

Part B:

Standard 1. Objectives of External Quality Assurance and Consideration for Internal Quality Assurance

Standard 2. Designing External Quality Assurance Mechanisms Fit-for-Purpose

Standard 3. Implementation Processes of External Quality Assurance

Standard 4. Independence of Evaluation

Standard 5. Decision and Reporting of External Quality Assurance Outcomes

Standard 6. Periodic Review of Institutions and Programmes

Standard 7. Complaints and Appeals

Part C:

Standard 1. Legal Status

Standard 2. Vision and Mission Statement

Standard 3. Governance and management

Standard 4. Independence of QAA

Standard 5. Policies, Processes and Activities

Standard 6. Internal Quality Assurance Policies, Criteria and Processes

Standard 7. Financial and Human Resources

Standard 8. Benchmarking, Networking and Collaboration

Standard 9. Periodic Review of QAAs

Include a table to show how the agency complies with the standards.

Chapter 9. International activities

Chapter 10. Engagement with stakeholders

Chapter 11. Areas for Future Development

Glossary of Terms

Annexes

Enclose the most crucial documentation (within reason, not more than ten annexes) you consider may support the analysis of the report as well as a recent analysis of feedback received from stakeholders and any cases of complaints, if applicable.