**CHECKLIST FOR ACCREDITATION AUDIT/SITE-VISIT MEETING EXERCISE**

This checklist is part of the Guideline on Self-Accreditation Process in IIUM. The intention of this checklist is to guide the Centre of Studies in their preparation for the accreditation audit visit and/or for the site-visit meeting with the assessor(s).

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| **NO** | **DOCUMENT** | **PIC** | **REMARKS** |
|  | Kulliyyah’s organizational chart |  |  |
|  | Structure of programme management  |  |  |
|  | Study plan of the programme |  |  |
|  | External assessor reports for academic programme |  |  |
|  | Reports of External BOS members for academic programme |  |  |
|  | Appointment letters and reports from External Assessors |  |  |
|  | Benchmarking reports for academics programmes and/or management practices  |  |  |
|  | Samples of SFS reports that show students feedback on aspects of programme implementation |  |  |
|  | Reports by professional bodies panel (if relevant) |  |  |
|  | Industrial advisor reports as stakeholders |  |  |
|  | Alumni survey as stakeholders |  |  |
|  | Linkages with external stakeholders |  |  |
|  | List of facilities for teaching and learning (ready for physical inspection) |  |  |
|  | List of facilities for research (ready for physical inspection) |  |  |
|  | Statistic of student’s intake to show staff to students ratio for the programme at the CoS  |  |  |
|  | Updated list of full time and/or part time academic staff at the CoS  |  |  |
|  | Related Kulliyyah Board Meeting minutes that discuss the aspects of quality in programme implementation, such as course outline update, SFS performance, BOS report and etc. |  |  |
|  | CV of external assessors (4 years) |  |  |
|  | CV of external examiners (4 years) (for PG programme) |  |  |
|  | MOUs and/or MOAs being championed by the CoS (if relevant) |  |  |
|  | Updated course files as evidence of OBE implementation since the implementation of the programme. Content of the course files may include:* Vetting forms
* Marking / answer schemes and / or scoring rubrics
* Samples of assessments
* Continuous Assessment Mark
* Validation sheet
* Evidence of Continual Quality Improvement initiatives
* Etc.
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|  | Course Outline (as endorsed by Senate) |  |  |
|  | Relevant SOP used in by the CoS such as in:* Preparation of End of Semester Examination
* Student’s assessment
* etc
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|  | Management of Programme* Kulliyyah prospectus
* Kulliyyah guidebook
* Kulliyyah handbook
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| Notes: CoS must also ensure staff are aware of (but not limited to):  |
|  | Latest management team in the CoS and the role played by each post. |
|  | Related Standard to the programme |
|  | Curriculum Design and Teaching-Learning Methods* Market survey
* Assessment methods of the courses
* Resources and facilities available
* Staffing requirement (Academic & non-academic)
* Programme structure (endorsed by Senate)
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|  | Selection of the student for the interview session with the assessor shall be selected from different level and/or different involvement:* Year 1 / Year 2 /Year 3 /Year 4\* students
* Graduating Students
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|  | Academic Autonomy* Provision for industrial attachment to increase professional credentials
* Policy on collaborative initiatives by academic staff in research, staff mobility, and consultancy
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|  | Student support services, co-curricular activities, and the Student monitoring system used at University/CoS level |
|  | Student representative and participation for PG students. For example, submission to Kulliyyah journal, colloquium or etc. |
|  | Aware of the availability of the facilities prepared by the University as part as student’s enhancement such as:-* IIUM News online room
* IIUM journalism club room
* Clubs/society/associations newsletters
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|  | Support mechanism of for the professional development of new lecturers at University as well as CoS level (if available) |