**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. |  |  |
|  | 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 |  |  |
|  | Management of Programme   * Kulliyyah prospectus * Kulliyyah guidebook * Kulliyyah handbook |  |  |
| 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) | | |
|  | 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 | | |
|  | Academic Autonomy   * Provision for industrial attachment to increase professional credentials * Policy on collaborative initiatives by academic staff in research, staff mobility, and consultancy | | |
|  | 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 | | |
|  | Support mechanism of for the professional development of new lecturers at University as well as CoS level (if available) | | |