



COMMISSION FOR UNIVERSITY EDUCATION

PROGRAM FOR INSTITUTIONAL QUALITY AUDIT USIU-Africa

10th - 16th APRIL, 2016

DATE	TIME	ACTIVITY	RESPONSIBLE
DAY 1 Sunday 10/04/2016	Afternoon/ Evening	Arrival SESSION 1: Panels Members to study Self-Assessment Reports (SARs) - Team building	Division of Quality Audit (DQAS)
DAY 2 Monday 11/04/2016	9.00am–4.30pm	Induction of Panel Members (by Commission for University Education (CUE)) - Separate detailed Programme to be provided - Official opening by CS/CEO - CUE	Division of Quality Audit (DQAS)
DAY 3 Tuesday 12/04/2016	9.00am –9.30am	SESSION 2: Visit to Universities o Arrival at institutions o Courtesy call to the Vice Chancellor	University Quality Assurance Coordinator
	9.30am –10.00am	Meeting with Top Management & Members of Senate o Introduction o Welcome Remarks by Vice Chancellor o Remarks by the Chair of the Panel on purpose of the Audit	University Quality Assurance Coordinator
	10.00am–10.30am	HEALTH BREAK	
	10.30am–11.00am	Presentations by the University (a) Presentation on Governance ✓ Institutional Philosophy, Vision, Mission and Strategic Goals ✓ Institutional Governance and Administration ✓ Interrogation of presentations by the Panel	University Quality Assurance Coordinator
	11.00am–11.45am	(b) Presentation on Institutional Resources ✓ Physical resources ✓ Master Plan, Development Plan, and Strategic Plan ✓ Library and information resources, policy, functional Library and information literacy, budget; ICT ✓ Interrogation of presentation by the Panel	University Quality Assurance Coordinator
	11.45am–12.15pm	(c) Presentation on Financial Issues ✓ Financial resources and management ✓ Interrogation of presentation by the Panel	University Quality Assurance Coordinator
	12.15pm–1.00pm	(d) Presentation on Research Issues ✓ Research Policy and direction ✓ Intellectual property rights ✓ Research ethics ✓ Research budget ✓ Interrogation of presentation by the Panel	University Quality Assurance Coordinator

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Contd... DAY 3 Tuesday 12/04/2016	1.00pm–1.00pm	LUNCH BREAK	
	2.00pm – 3.00pm	(e) Presentation on Community Service and Collaborations <ul style="list-style-type: none"> ✓ Community outreach ✓ Collaborations and partnerships ✓ Benchmarking ✓ Interrogation of presentation by the Panel 	University Quality Assurance Coordinator
	3.00pm–3.30pm	HEALTH BREAK	
	3.30pm – 4.30pm	Session 3: Presentations Continue (f) Presentation on Academic Matters <ul style="list-style-type: none"> ✓ Academic programmes offered, rationale for Curriculum Development/Review ✓ Student admission/enrolment ✓ Student progression ✓ Student assessment ✓ Student support services ✓ Graduation rates ✓ Achievements ✓ Interrogation of presentations 	University Quality Assurance Coordinator
	4.30am –5.30pm	(g) Presentation on Academic Resources <ul style="list-style-type: none"> ✓ Human resource (HR)/ staffing and staff development ✓ HR Policy/Manual; Appointment and Promotion Criteria ✓ Quality of teaching/learning ✓ Workload Policy ✓ Internal Quality Assurance Mechanisms, Structure, Policy and Budget ✓ Benchmarking of best practices ✓ Interrogation of Presentations by the Panel 	University Quality Assurance Coordinator
6.00pm –7.30pm	Internal Meeting of the Quality Audit Panel <ul style="list-style-type: none"> • Recap of the day’s discussions • Writing Quality Audit Report 	Quality Audit Panel	
DAY 4 Wednesday 13/04/2016	9.00am – 12.00pm	SESSION 4: Inspection of Facilities at the University Inspection of Facilities <ul style="list-style-type: none"> ✓ Library and information resources ✓ Conference halls / lecture theatres / rooms ✓ Laboratories / ICT laboratories ✓ Workshops, studios, farms 	University Quality Assurance Coordinator
	10.30am–11.00am	HEALTH BREAK	
	11.00am–12.00nn	<i>Cont’d</i> - Inspection of Facilities at the University Inspection of Facilities <ul style="list-style-type: none"> ✓ Staff offices ✓ Student hostels ✓ Utility services 	

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	12.00-12.30pm	SESSION 5: Interview Sessions ✓ Interview with Students	University Quality Assurance Coordinator
	12.30pm–1.00pm	✓ Interview with Alumni	
	1.00pm - 2.00pm	LUNCH BREAK	
	2.00pm – 2.45pm	✓ Interview with Academic Staff	University Quality Assurance Coordinator
	2.45pm – 3.15pm	✓ Interview with Administrative Staff	
	3.15pm – 3.45pm	HEALTH BREAK	
	3.45pm – 4.15pm	✓ Interview with Management and Members of Senate	
	4.15pm – 5.30pm	✓ Interview with Council Members/Board of Trustees	
DAY 5 <i>Thursday</i> 14/04/2016	9.00am – 10.30am	Internal Meeting of the Quality Audit Panel • Recap of the previous day's Discussions Writing Quality Audit Report	Quality Audit Panel
	11.00am–11.30am	HEALTH BREAK	
	10.30am–11.30am	Summing up of audit by Panel Members, Exit Report to University	
	11.30pm-1.00pm	Meeting of Panels to Prepare Exit Report • Highlights of Each Chapter	
	1.00pm–2.00pm	LUNCH BREAK	
	2.00pm	Presentation of Audit Report to Top Management Guided by Chair	
DAY 6 <i>Friday</i> 15/04/2016	9.00am–1.00pm	Meeting of the Panel - KSG • Writing of Quality Audit Report	Quality Audit Panel
	1.00pm – 2.00pm	LUNCH BREAK	
	2.00pm–4.00pm	Presentation of Audit Reports to the Commission	
Day 7 <i>Saturday</i> 16/4/2016	8.00am	Departure	