



This Activity is implemented by the Association of African Universities (AAU) as the African Union Commission (AUC)'s implementing Agency on Higher Education (HE) and Coordinator for the AUC's Continental Education Strategy for Africa (CESA 2015-2025) Cluster on HE

AFRICAN QUALITY RATING MECHANISM (AQRM) AUDIT PROCESS STEPS AND BUDGET

Step 1

After the Association of African Universities (AAU) releases the AQRM call on its website: www.aau.org and www.blog.aau.org Higher Education Institutions (HEIs) can respond through completing the online application form and submit it online. AAU will acknowledge receipt through an e-mail with further steps.

Step 2

AAU will send an invoice to the institutions which will have applied. The institution can then pay through the available AAU online facility or the bank and send proof of payment to vmakuku@aau.org vmakuku@gmail.com and mhoyte@aau.org Bank details are found at the end of this document. Once verification of payment is done, AAU will send a word document of the AQRM survey to the institution.

Step 3

There shall be an online webinar for the QA experts and institutional personnel on how to complete the survey and how best to handle the whole AQRM evaluation process. It shall be attended by as many personnel from the institution as possible including the AQRM committee selected to complete the AQRM survey and spearhead the whole AQRM evaluation exercise. The Director Quality Assurance and **at least** one dean should also attend.

Step 4

After the Webinar, the institution's AQRM committee can now start completing the revised online AQRM Survey/questionnaire within a month in most cases but the earlier the better. The institution selects an AQRM Committee which should be highly representative of the institution. There should be deans, directors, heads of departments, middle and low-level staff from all support departments including ICT, Works/Services/Maintenance etc, lecturers of different age groups and gender. The whole institution should also be made aware of the exercise. During the AQRM survey completion process, some people outside the committee can be consulted for documents and other information they might have.



This Activity is implemented by the Association of African Universities (AAU) as the African Union Commission (AUC)'s implementing Agency on Higher Education (HE) and Coordinator for the AUC's Continental Education Strategy for Africa (CESA 2015-2025) Cluster on HE

N/B 1: It is also very important to include as many personnel as possible who have the institutional memory. The process may take between 2-4 weeks.

N/B 2: Each document that is used to complete the survey should be filed immediately after use as part of the evidence that will be used by external Quality Assurance (QA) Experts during the validation/verification process. The documents and the files should be systematically and properly labelled. They should also be arranged in order preferably in a cabinet for ease access and use by experts.

N/B 3: It is during this stage that the dates for external Quality Assurance (QA) experts' validation/verification visit will be determined through negotiation between AAU and the institution since there may be other events which may collide both on the part of AAU and the institution in question.

Step 5

After completing the survey, it is send through a link that is going to be created by the AAU ICT Department in due course.

Step 6

QA experts will then visit the HEI for 3 days to do a tour of the institution to check on the status of infrastructure, interview stakeholders (including students, advisory board members, members of council, lecturers and support staff from different departments) and view facilities.

Step 7

The QA experts will put together what they find from the questionnaire and site visit as overall strengths, weaknesses and areas of improvement. They will also make their own ratings against the institutional self-rating. They will then give an oral report to the institution's management and the AQRM Committee on the last day before they leave, pending the delivery of a full draft audit report which they have to write and send to the institution in 2 weeks' time.

Step 8:



This Activity is implemented by the Association of African Universities (AAU) as the African Union Commission (AUC)'s implementing Agency on Higher Education (HE) and Coordinator for the AUC's Continental Education Strategy for Africa (CESA 2015-2025) Cluster on HE

Once the experts are done with the draft AQRM report they send it to AAU and it will be forwarded to the institution. Upon receiving the audit report the institution is expected to study the whole document, have its input in track changes and return it to AAU within the shortest time possible.

Step 9

When AAU receives the document, it is send back to the experts for final clean up while taking into consideration the institutional comments in order to come up with the final report. Once done, the final report is send back to AAU.

Step 10

Upon receiving the final report, AAU sends it to the institution which is asked to formulate an improvement plan that indicates how it plans to address the recommendations from experts. The plan should be submitted to AAU in 3 weeks' time after which it is send to the QA experts for more input and approval. AAU also makes some input and return the improvement plan to the institution for implementation.

Step 11

Once the improvement plan is approved it is returned to the institution for immediate implementation, resources permitting.

Step 12

The institution is required to submit a progress report within a year of receiving the audit report. All the submitted progress reports will be kept at AAU for monitoring and evaluation to check on the impact of the institutional audit. Cumulative yearly progress reports should be submitted to AAU so that progress is checked. In some cases, institutions will be required to resubmit their improvement plans, progress reports or both.

N/B 1: The AQRM institutional evaluation is meant for institutional improvement. It is not a ranking tool but it helps institutions to improve and compete favourably in the ranking systems of their nations, continent and at global level.

N/B 2: A certificate for participation and continental recognition, will also be issued to institutions that successfully go through the AQRM evaluation process.



This Activity is implemented by the Association of African Universities (AAU) as the African Union Commission (AUC)'s implementing Agency on Higher Education (HE) and Coordinator for the AUC's Continental Education Strategy for Africa (CESA 2015-2025) Cluster on HE

DETAILS	PARTY RESPONSIBLE	AMOUNT US\$
Facilitator Honorarium (Two QA experts)	AAU	2,000.00
Travel (Flight Cost Two QA & One AAU staff)	HOST INSTITUTION	-
Accommodation (Two QA & One AAU staff)	HOST INSTITUTION	-
Subsistence (Two QA & One AAU staff-\$120 @ 3 people @ 5 days)	AAU	1,800.00
Management & Administrative Cost -AAU	AAU	3,000.00
AMOUNT PAYABLE (SIX THOUSAND EIGHT HUNDRED US DOLLARS)		6,800.00

- Remittances should be addressed to the Secretary-General. Cheques should be crossed and made payable to the ASSOCIATION OF AFRICAN UNIVERSITIES.
- In addition, please indicate the name of your university and quote the reference number above in your bank transaction details to.

PAYMENT DETAILS

1. Online payment link: <https://www.aau.org/subs/payments/>

2. GHANA US DOLLAR ACCOUNT

ACCOUNT NAME: Association of African Universities
BANK NAME: Standard Chartered Bank
High Street Branch
Accra-Ghana
ACCOUNT NUMBER: 8700202448801
SWIFT CODE: SCBLGHAC
CORRESPONDENT BANK: Standard Chartered Bank
New York
SWIFT CODE: SCBLUS33
ABA No. 026002561



AFRICAN UNION

This Activity is implemented by the Association of African Universities (AAU) as the African Union Commission (AUC)'s implementing Agency on Higher Education (HE) and Coordinator for the AUC's Continental Education Strategy for Africa (CESA 2015-2025) Cluster on HE

3. GHANA CEDIS ACCOUNT

ACCOUNT NAME: ASSOCIATION OF AFRICAN UNIVERSITIES
NAME OF BANK: STANDARD CHARTERED BANK
HIGH STREET BRANCH, ACCRA-GHANA
ACCOUNT NUMBER: 0100100581500
SWIFT CODE: SCBLGHAC

NAIRA ACCOUNT DETAILS

Account Name: CVC/AAU
Bank: ACCESS BANK PLG
PPPRA BRANCH, ABUJA
PLOT 1012, CADASTRAL ZONE
CENTRAL BUSINESS DISTRICT, FCT ABUJA
NIGERIA
Account Number: 0730902405

NIGERIA USD ACCOUNT DETAILS

Account Name: CVC/AAU
Bank: Access Bank PLG
Pppra Branch, Abuja
Plot 1012, Cadastral Zone
Central Business District, FCT, Abuja
NIGERIA
Account Number: 0731023358

N/B: Exchange Rates vary from time to time