

PREPARING FOR AQRM EXTERNAL (VERIFICATION/VALIDATION)

Peter A. Okebukola
Lagos State University

STEP 1

- ▶ Set up special (**university-wide**) committee on the international evaluation **chaired by the Deputy Vice-Chancellor** with membership from academic and service arms of the university. **Directorate of Quality Assurance as Secretariat.**

Membership that will reflect the following interest groups

GOVERNANCE AND MANAGEMENT

INFRASTRUCTURE

FINANCE

TEACHING AND LEARNING

RESEARCH, PUBLICATION AND INNOVATION

COMMUNITY/SOCIETAL ENGAGEMENT

PROGRAMME PLANNING AND MANAGEMENT

CURRICULUM DEVELOPMENT

Programme Level TEACHING AND LEARNING

ASSESSMENT

PROGRAMME RESULTS

STEP 2

- ▶ Special Committee on international evaluation to **prepare budget** for approval at appropriate levels and funds set aside for the exercise.

STEP 3

- ▶ Convene **meeting of congregation** to brief members of the university community on the process of the international evaluation. **Let every segment of the community know their roles.** Emphasise the importance of avoiding negative perception by the international evaluators.



STEP 4

- ▶ Conduct **university-wide self-study using AQRM** and **document all evidence used in arriving at the decisions for presentation to the international evaluators.**

STEP 5

- ▶ Invite a team external to the university for “**mock verification**” of the results of the AQRM self-study.

STEP 6

- ▶ Remedy deficiencies highlighted by the mock validation team and **finalise the AQRM self-study (assessment).**

STEP 7

- ▶ Set up **logistics for visas, airport pickup, accommodation, vehicular support, local SIM cards, security, working lunch and other needs** of the external evaluators. Office(s) should be set up for the evaluators with all documents they will need for the validation exercise. Be ready to rapidly respond to the documentation needs when these arise. **Assign a logistic officer to the team to take care of emerging needs. Propose a work plan for the evaluators.**

STEP 8

- ▶ On arrival, VC to pay a **short visit** to the external evaluators the evening before the take-off date. On the start-date, hold a **briefing session with the evaluators and all sectional heads.**

STEP 9

- ▶ External verifiers go to work. Implement and **monitor the approved work plan**. Attend to emergency needs.

STEP 10

- ▶ Schedule an **exit meeting** having all relevant officers in attendance. Clear all grey areas. Organise an **exit cocktail/ dinner**. Ensure **smooth** airport (road or boat) **departures**. Write **note of appreciation to all evaluators**.

▶ Thank you

