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EXPECTATIONS FOR ORGANISING/HOSTING THE AQRM INSTITUTIONAL EVALUATIONS

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INSTITUTIONAL ROLE

- **Contact person/people to guide and lead experts. Who is the contact person for your institution?**

- **Transport provision (To be discussed when the hotel has been selected).**

- **Ensure that the documents needed for proof and verification by experts that were used for completing the AQRM survey are readily available**

HAQAA
INITIATIVE
Harmonisation of African
Higher Education Quality
Assurance and Accreditation

INSTITUTIONAL ROLE

- **Looking for affordable & secure hotel accommodation but they should finally decide where they want to stay. Give advise and recommendation on the hotel.**

- **Completing the AQRM survey: it is in 2 languages (English/French). The link is www.africahrst.org**

- **Next steps for universities-Links to the AQRM survey.**

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- **Calendar with deadlines-Institutions will be notified early enough to prepare and plan for the evaluations**

- **15 May-Closing date for AQRM survey completion by institutions, directly sent to experts (Always copy Mrs. Font and Dr Makuku)**

- **1st June-Expert feedback on completed AQRM form.**

- **Mid June-Visits start.**

Next steps for universities-Links to the AQRM survey

- **Experts to submit their institutional final reports two weeks after the site visit**

- **Dates of the visit are being agreed on in the ongoing parallel session. To be communicated shortly.**

Next steps for universities-Links to the AQRM survey

- **Three documents to be explained.**

- **AQRM survey tool**

- **Evaluation form for experts**

- **Guide note for AQRM experts**

- **Reporting template for AQRM evaluation**