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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.
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