

National Authority for Quality Assurance of Education and Accreditation

General guidance on the external audit process for institutions of higher education

Meetings of the Deans and the Coordinator of External Audit Visits

Faculty Coordinator: Overview

- Faculty Member
- Appointed by the institution
- Coordinates the field visit of the institution:
 - Assist in making the necessary arrangements for the field visit of the review team
 - Facilitates communication between the team and other interested parties in the organization
 - Helps the team to carry out their tasks according to the schedule of the visit
 - Provide the team with the required information
 - Helps in the presentation of documents and evidence
 - Assist in organizing observations, interviews and meetings required by the visit

Features and characteristics of the visit coordinator

- Has a leading personality with the ability to work skillfully with the team.
- Has the ability to win the cooperation of others and respect others.
- Has good relations with members of the College.
- Has effective communication and listening skills.
- Shall maintain the confidentiality of audit information
- Has adequate knowledge of the nature and type of the educational institution and its activities
- Has knowledge of all the quality management system in the institution and the standards of evaluation

Obligations of the visit coordinator

- Full time with the review team during the period of the field visit.
- Compliance with planned schedules of meetings, interviews and observations.
- Do not participate in interviews conducted by reviewers such as:
 - Meetings with students and community parties
 - Closed meetings of the audit team

The role of the visit coordinator

- Participate in the preparation of the visit and make sure the schedule is appropriate.
- Attend the coordination visit
- Attend daily interviews with the team of auditors according to the field visit schedule
- Ensure that the appropriate documentation and evidence are available to the team.
- Provide data on academic activities
- Organize interviews and meetings with other interested parties during the visit
- Organize observation visits to different places during the visit
- Responding to inquiries from reviewers
- Coordination of interviews required between auditors and individuals concerned with the subject of the inquiry