



Annual Progress Report Guidelines

**National Agency for Academic Assessment and Accreditation
(NAAAA)**

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Authored by: NAAAA

Contact Details:

For further information or inquiries, please contact:

NAAAA Secretariat, Ministry of Education Timor-Leste

Rua: Vila-Verde, Dili Timor-Leste

Tel: +670 3339645 (Ext.515)

E-mail: info@anaaa.gov.tl

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National Agency for Academic Assessment and Accreditation (NAAAA)

Introduction:

National Agency for Academic Assessment and Accreditation (NAAAA) is an autonomous body for quality assurance in all post secondary education that comes under the Ministry of Education Timor-Leste. It was created by Decree Law no. 21/2010 on 1st December 2010 to accredit institutions of higher education through evaluating their quality. Accreditation of institutions themselves as well as of individual programs is provided for in the law.

Pursuant to the Ministerial Diploma to accredited HEIs, Article 1 on *Granting the Operational License and Initial Accreditation* stated clearly on paragraph 3 & 4 that an institution which was granted the operational license and initial accreditation has to submit the annual progress report to NAAAA for further assessment and evaluation considering that the quality is a continuous process.

The guidelines provided in the following pages will facilitate the HEIs in preparing and writing the annual progress report.

Objectives:

The purposes of Annual Progress Report are as follows:

1. To bring a culture of awareness on the importance of self evaluation to educational institutions.
2. As a process of learning to enhance their internal quality along way to reach a recognition of external quality.
3. To emphasize the importance of continues evaluation, assessment and improvements as well as the quality of higher education institutions.
4. To track the compliance of higher education institutions to the criteria and standards as stipulated in the Manual of Accreditation.

The Report Format:

The APR has to follow the following format:

1. The report should be written according to the APR templates provided by NAAAA.

2. The report should be written in one of the official languages of Timor Leste – *Tetum* or *Portuguese*. Institution may provide an English version of the report for the benefit of the international reviewer, if they wish.
3. The reports should be submitted along with the relevant evidence to support the institution's evaluation.
4. A reasonable progress report of a typical institution may require 20 until 30 pages with the following style is used: Times New Roman, Font size 12, 1½ space.
5. Five hard copies and one soft copy (CD) of the report should be submitted to NAAAA Secretariat.
6. The reports should be submitted at the following address: NAAAA Secretariat at the Ministry of Education, Rua: Vila-Verde, Dili, Timor-Leste. Tel: +670 3339645 (Ext.151)

Mechanism and Procedures

The mechanism and procedures of writing the Annual Progress Report are as follows:

1. National Agency for Academic Assessment and Accreditation will send a letter to HEIs requesting for the submission of the Annual Progress Report documentation according to the timelines.
2. 45 effective days, starting from the date of sending the requesting letter until the submission of the APR documentation. During that period, HEIs may consult with NAAAA for further clarification or other related matters.
3. NAAAA will check the completeness of the documents submitted by HEIs and send an acknowledgement letter as a feedback to require for further documents which is not completed.
4. The HEIs to respond toward the acknowledgement letter by sending back the complete version of the documents.
5. The reports will be reviewed by a panel of national and international reviewers.
6. A site visits will be conducted to evaluate the progress made.

Typical Schedule for the Actual Site Visit:

Normally, it takes one full day for actual site visit to one accredited higher education institution, however in regards to some circumstances it may require two days for actual site visit. The site visit schedule will be sent to HEIs by NAAAA's Secretariat in advance.

The following is the typical agenda items for the site visit:

- 08.30 – 10.00 Meeting with University Leaders (Rector, Vice Rectors, Deans and Head of Departments)
- 10.00 – 12.00 Meeting with Teaching Staff (representatives - 2 lecturers from every faculty and head of cooperation program with other countries)
- 13.00 -14.00 Meeting with supporting staff (librarian, IT, administration and laboratory assistant)
- 14.00 – 15.00 Meeting with students representative from each faculty (at least 2 students from each faculty)
- 15.00 – 16.30 Visit to see learning resources facilities (library, laboratories and IT centre)
- 16.30 – 17.00 Meeting with university leaders (exit meeting)