

Timeline for an HEQC Audit Process

The following is an example of a possible timeline for an HEQC audit process:

No.	Activity	By	Proposed Period
1	Finalise date of the audit visit to the institution.	HEQC	At least 9 months before audit
2	Determination of target areas for the audit; Appointment of HEQC audit officer and institutional contact person.	HEQC and institution	At least 8 months before the audit visit
3	Institutional self-evaluation based on the HEQC audit criteria. Development of institutional audit portfolio.	Institution	Between 8 months and 10 weeks before the audit visit
4	Finalise selection of the audit panel, including the panel chairperson.	HEQC	4 months before audit visit
5	Appointment of additional HEQC administrative staff – where necessary – to the audit panel.	HEQC	4 months before audit visit
6	Make preliminary travel and accommodation arrangements for the panel members, including insurance arrangements where necessary.	HEQC	3 months before audit visit
7	Institution submits audit portfolio to the HEQC.	Institution	10 weeks before audit visit
8	Completion of HEQC documentation review and requests for additional information from the institution where necessary.	HEQC plus panel chair	8 weeks before audit visit
9	Finalisation of travel and accommodation arrangements for the panel.	HEQC	8 weeks before audit visit
10	Distribution of audit portfolio to the panel.	HEQC	7-8 weeks before audit visit
11	Institution supplies additional documentation as requested to the HEQC.	Institution	5 weeks before audit visit
12	Possible audit portfolio meeting. Panel finalises: i) Programme for the audit visit; ii) Requirements for additional information and evidence; and iii) Details of supporting documentation to be available on site during audit visit; and iv) Persons to interview.	Panel, HEQC and institution	4-5 weeks before audit visit
13	Final programme for audit visit sent to the institution	HEQC	4 weeks before the audit visit
14	Institution provides the HEQC with a list of the names and positions of staff and students to be interviewed in accordance with the final programme for the audit visit	Institution	2 weeks before audit visit
15	Institutional audit visit	Panel, HEQC and institution	2 to 5 days per institution
16	Completion of first version of draft audit report. Audit report sent to panel members for comment	HEQC in consultation with panel chair and rest of the panel	6 weeks after audit visit

No.	Activity	By	Proposed Period
17	Panel members send comments on draft audit report to audit officer.	Panel	8 weeks after audit visit
18	Completion of second version of draft audit report. Audit report sent to the panel members for comments.	HEQC in consultation with panel chair	10 weeks after audit visit
19	Panel members send comments on draft audit report to HEQC audit officer.	Panel members	11 weeks after audit visit
20	Third draft audit report sent to HEQC Audit Committee for approval.	HEQC audit officer	13 weeks after audit visit
21	Draft audit report sent to the institution for comments on errors of fact etc.	HEQC audit officer and institution	15 weeks after audit visit
22	Institution sends comments to HEQC audit officer.	Institution and panel members	17 weeks after audit visit
23	Approval of audit report by HEQC Board.	HEQC Board and audit officer	19 weeks after audit
24	Publication of audit report on HEQC website	HEQC audit officer	20 weeks after audit
25	Institutional improvement plan sent to the HEQC	Institution	5 months after publication of audit report
26	Follow up of implementation of improvement plan – where necessary	HEQC	Periods to be determined by the HEQC, if necessary
27	Mid-cycle report on post-audit progress from institution to HEQC	Institution	3 years after the audit visit