National Open University of Nigeria

Policy Title	NOUN Policy on Institutional Periodic Review
Policy No:	NQSA/POL/IGM/011
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Directorate of Quality Assurance (DQA)
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

1.0   Introduction

From literatures, institutional review and institutional audit are mostly used interchangeably. But there is an argument that the terms are not the same as used in educational institutions. Audit is a systematic process of peer review to investigate the mechanisms in which institution ensures its quality. The audit cycle is concluded with a report called the audit report which provide findings and make recommendations for improvement. The outcomes of the periodic audit are used for review. In some instance, the review process is documented along with the audit procedure. The word 'review' is used during audit and as stand-alone meaning different things. In audit, is used as a process of reviewing an institution or programme which could mean assessment or evaluation. But when used as stand-alone, it could then mean a change on how activities are carried out. Therefore, the use of audit or review could be contextual, operational, or grammatical. The National Open University of Nigeria (NOUN) will go with the operational definitions.

For evidence-based implementation of the outcomes of the periodic audits for improvement, National Open University of Nigeria (NOUN) will separate institutional audit from institutional review which shall focus mainly on review of policies, processes, and procedures of academic and operational activities of the university in meeting the continuous changes that may be arising in educational demands without losing focus on its vision and mission.

2.0   Purpose

The purpose of this policy is to:

2.1   evaluate the objectives of academic programmes and their success in fulfilling the university's vision, mission, objectives, and core values.

2.2   evaluate the extent the university has met its mandate.

2.3   evaluate academic and operational policies, processes, and procedures.

2.4   review academic and operational policies, processes, and procedures for Senate approval.

3.0   Scope

The scope of the policy shall cover:

3.1   The review of audit and accreditation reports for implementation.

3.2   All academic and operational activities in the university.

3.3   All the policies in the university.

4.0   Definitions

4.1   **Review**.   Looking at or thinking about what has been done and make a change or amendment.

4.2   **Institutional Review**. This refers to the process where the university looks at audit and accreditors reports for implementation following the suggestion to make changings in policies, processes, and procedures.

4.3   **Audit**.   This is a peer review evaluation of quality assurance processes in an institution.

4.4   **Report**. Given a written account of an audit and accreditation.

4.5   **Academic Activities**. These are activities that are connected to teaching and learning and are required to graduate students from the university.

4.6   **Operational Activities**. These are activities that are required to support the success of academic activities.

5.0   Principles

5.1   NOUN is committed to accreditation at national and international levels.

5.2   NOUN is committed to institutional audit.

5.3   Accreditation and audit reports are used to improve the university policies, processes, and procedures.

6.0   Policy Statements

6.1   Structure and Timelines

This section explains the structure towards commencing institutional review in NOUN and provides and indicative timelines.

6.1   Initiating the Institutional Review Process

6.1.1   The Directorate of Quality Assurance (DQA) will receive the institutional quality audit reports, Senate approval of the reports, Senate Committee Action Plan on the approved reports, and last accreditation report.

6.1.2   The directorate will assign the Monitoring and Evaluation (M&E) Officers in the directorate to evaluate the documents using the template provided in annexure.

6.1.3   The institution review shall be held **every five years** shortly after the release of programme/institutional accreditation results.

6.2   The Review Process

6.2.1   DQA will meet the concerned staff or faculty or directorate or centre or unit (virtual or in-person) to discuss the actions in the documents and come up with agreed position.

6.2.2   DQA will request the concerned faculty or directorate or centre or unit to appoint two of their staff to work with an M&E officer making three (3) persons to review the policies, processes, and procedures to accommodate the identified needs and required changes.

6.2.3   The three (3) team members will draft the review and submit to DQA.

6.2.4   The Director, DQA will review the draft and send to Senate for approval.

6.3   Senate Approval

6.3.1   The draft will be presented to all Senate members at the Senate floor for deliberations, suggestions, consideration, and approval.

6.3.2   There will be documented evidence to show approval of the reviewed policies, processes, and procedures with commencement date for implementation.

7.0   Policy Implementation

7.1   The reviewed policies, processes, and procedures will be given to the concerned faculty or directorate or centre or unit for implementation.

7.2   The implementation activities will be monitored by DQA.

7.3   The review template shall be:

NOUN Institutional Periodic Review Template

S/N	Activity	Audit Report	Required Action	Senate Action Plan	Accreditors' Report	Suggested Actions	Risk and Benefit Analysis	Required Changes

8.0   Sanctions of Violating this Policy

There is penalty for any staff that fails in his/her duties in ensuring a successful self-evaluation of academic and operational tasks. Such staff will be denied the next promotion year following the audit period or be denied of three months' salary, suspension from duty that may last one year, being release from the university services, being release from holding administrative position as may be decided by the University Management.

9.0   Policy Alignment

This policy aligns with:

9.1   NOUN Quality Assurance Policies, Processes, and Procedures

9.2   NOUN Open Distance and eLearning (ODeL) Policy

9.3   Institutional Periodic Quality Audit Policy of the National Open University of Nigeria (NOUN)

Team of Developers

1. Prof. Obhajajie Juliet Inegbedion
2. Prof. Chiedu F. Mafiana
3. Prof. Shehu Usman Adamu
4. Dr. Ernest O. Ugbejeh