# The Quality Assurance Audit Process for Higher Education Institutions (HEI) in Finland

#### The HEI registers for an audit

 The audits are done on a registration basis. FINHEEC sets an audit timetable together with the HEI's that have signed up

### The audit agreement is drawn up

When initiating the audit process, FINHEEC and the HEI conclude an agreement which
sets forth the audit method, the international or national composition of the audit
group (language), the duration of the audit visit, the timetable for the audit process,
the costs and the auditee's commitment to a possible re-audit.

## The audit group is appointed

• FINHEEC appoints the audit group, generally comprised of five members to audit each HEI.

#### The HEI collects audit material

 The HEI involved in the audit process collects the audit material from its own QA system; the purpose of the material is to provide the audit group with sufficient information and evidence for the evaluation of the performance of the QA system. The audit materials are primarily collected from existing sources.

### Meeting to prepare for the audit visit

 Before the actual audit visit, the chair of the audit group and the FINHEEC project manager coordinating the audit visits the HEI. The purpose is to inform the HEI staff and students about the audit and discuss its implementation.

#### **Audit visit**

The visit of the audit group to the HEI lasts 2-5 days. During the visit, the audit group interviews HEI stakeholder groups, visits various units and studies materials related to the QA system of the HEI.

#### Audit report

 The audit group writes an audit report based on materials accumulated during the audit process. The report includes the findings of the QA audit and points out improvement recommendations, strengths and best practices.

# Consequences of the audit

 In their report, the audit group makes a proposal to FINHEEC for the conclusion of the audit. FINHEEC will decide whether the HEI's QA system passes the audit or whether a re-audit is needed.

- 1. The HEI passes the audit
- The HEI is given a certificate indicating its QA system has undergone a national audit.
- The HEI is entered in the audit register on the FINHEEC website.

2. A re-audit of the QA system is needed

# Meeting to publish and discuss the audit report

 The audit report is published in an open meeting. The HEI's representatives have an opportunity to discuss the findings and conclusions of the audit with the audit group.

### Re-audit in about two years

- 1. HEI passes the audit.
- The HEI is given a certificate indicating that its QA system has undergone a national audit.
- The HEI is entered in the audit register on the FINHEEC website

2. HEI does not pass the audit

The next audit is carried out six years from the decision

HEI: Higher Education Institution

 $\label{eq:FINHEEC:Fin} \textbf{FINHEEC: Fin} \textbf{n} \textbf{ish Higher Education Evaluation Council}$ 

QA: Quality Assurance

This chart was created by Sarah Resnick directly based on source below.

Source: Audits of Quality Assurance Systems of Finnish Higher Education Institutions: Audit

Manual for 2008-2011, page 33.

http://www.kka.fi/files/147/KKA 1007.pdf