



Council on Higher Education (CHE)

Guidelines for Members of Review Panel

All members of the Review Panel must adhere to each of the following guidelines:

1. Each member shall sign a contract and return it CHE before receiving the review package;
2. Each member shall carefully study the Self-Evaluation Report, Programme Document and Supporting Documentation submitted by the institution in preparation for review;
3. Members shall attend the Virtual Coordination Workshop which includes going through key accreditation tools, including Minimum Accreditation Standards;
4. Members shall report to the Chairperson, selected by CHE, who is responsible for the overall coordination of the panel and its activities;
5. Local members of the panel shall conduct a physical site visit and international members shall conduct a virtual site visit in the presence of at least one CHE official to verify the Self-Evaluation Report submitted by the institution and to further assess the extent to which the institution measures up against each of the criteria listed under each standard;
6. Under the leadership of the chairperson, all members shall hold a debriefing session with management of the institution prior to leaving the institution;
7. Members shall attend a Virtual Exit Meeting at the CHE Boardroom on the 3rd day of the site visit;
8. The Chairperson of the Panel shall submit the 1st draft review report to CHE by the end of the 3rd day of the site visit;
9. A designated CHE official shall check the report for completeness in one week. If revisions are needed, the chairperson will be notified in writing and allowed a week to effect revisions and re-submit the report to CHE.