

**STANDARD OPERATING PROCEDURE (SOP)
FOR APPOINTMENT OF EXTERNAL ASSESSORS**

Start

Receive proposal of appointment of External Assessor endorsed by School/centre/institution academic board.

Present the proposal to JPA/ MPSU meeting

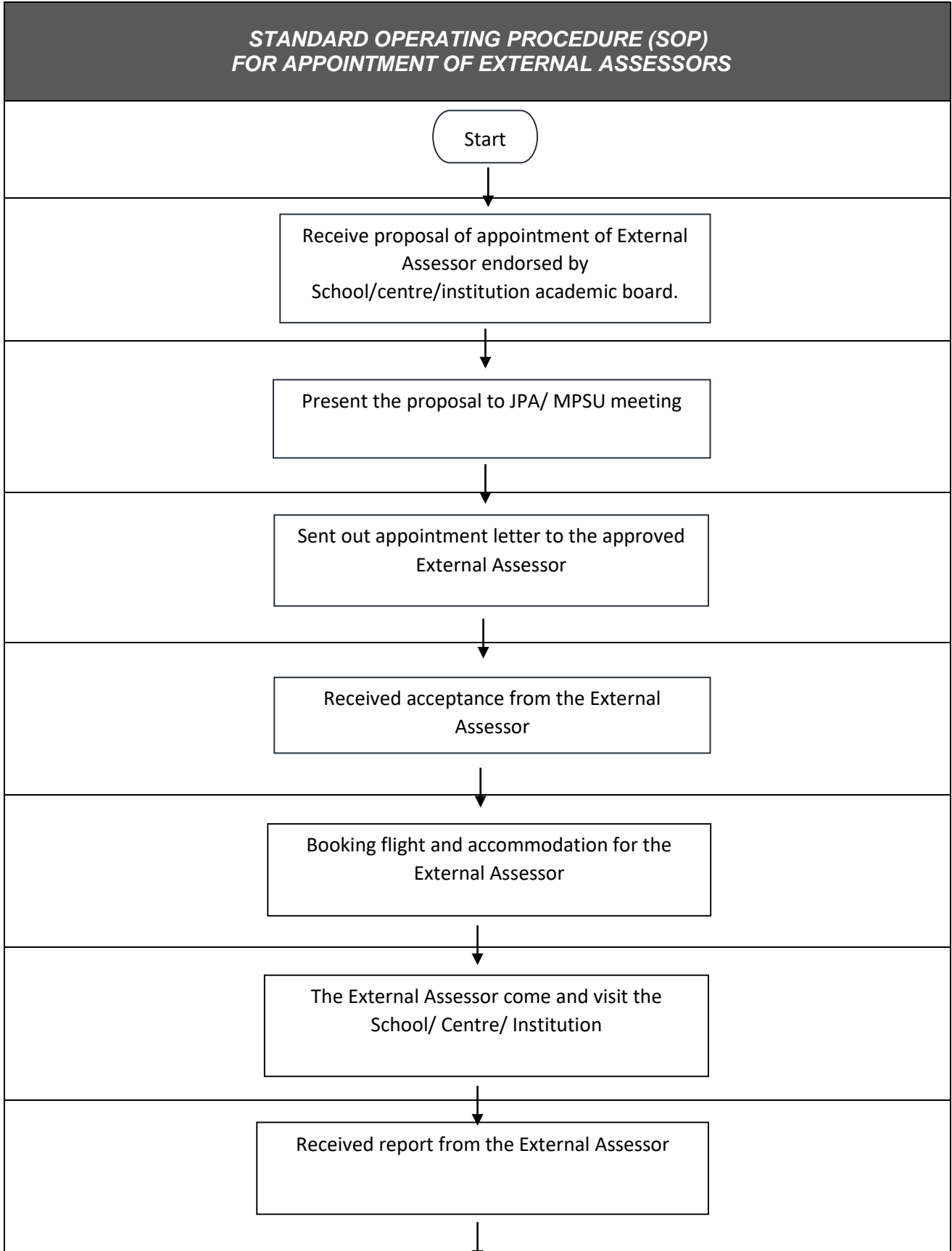
Sent out appointment letter to the approved External Assessor

Received acceptance from the External Assessor

Booking flight and accommodation for the External Assessor

The External Assessor come and visit the School/ Centre/ Institution

Received report from the External Assessor



**STANDARD OPERATING PROCEDURE (SOP)
FOR APPOINTMENT OF EXTERNAL ASSESSORS**

The program owner makes corrective or improvement actions against the Programme Assessor's report and presents it to the School Board



Reporting the program's response to the External Assessor's report in the JPA and MPSU (Meeting)



Pay honorarium to the External Assessor



Sent out the appreciation letter to the External Assessor



Finish