

**Timeline for the 2009 Quality Audit  
by the Australian Universities Quality Assurance Agency (AUQA)**

Week	Date	Activity	Responsibility	Completed Yes/No
Week 1	16 June	Submission of Performance Portfolio including Supporting Documentation	VC/PVC(QE)/EO(PVC)	Yes
Week 2/3	22 June to 3 July	Panel members make initial comments on portfolio	Audit panel	Yes
Week 3/4	6 to 17 July  7 July	Draft Audit Visit Program, requests for further information, details of offshore site visits and parameters for Preliminary Visit sent to LTU Finalise Preliminary Visit program Portfolio Meeting	AUQA  AUQA/PVC(QE) Audit Panel	Yes
Week 5	20 to 24 July 21 July	Preparatory visit by AUQA panel chair and AUQA member - discuss Audit Visit program, plan visits to offshore or regional operations - discuss further information required - review logistics - meet with VC	Audit Panel & Senior Management	Yes
Week 6/7	20 to 31 July	Information sessions for staff Sample questions provided	PVC(QE)	Yes
Week 8	3 to 7 August	Invoice received Further information provided to auditors Audit Visit Program finalised and sent to LTU	PVC(QE)/EO AUQA	Yes
Weeks 9/10	10 to 21 August 13 August 14 August  17 August 18 August	Offshore Visits East China Normal University – DipBusAdmin Harbin Medical University – PGDip Health Services Management Hanoi University – DipBusAdmin, BBus, MBA VNU University of Social Sciences and Humanities – EdD	AUQA, PVC(QE), EO to coordinate. 2 LTU staff to accompany 2 Panel Members	Yes
Week 11, 12, 13	24 August to 11 September	Information sessions for staff Sample questions provided	PVC(QE)	Yes
Week 14	14 to 18 September 18 September	Finalise arrangements – meals, rooms, computer access, etc Regional Campus visit on Bendigo Campus	EO(PVCQE)	Yes
Week 15	21 to 24 September	Audit visit	PVC(QE)/EO to coordinate. University Community to participate	Yes
	Dec 2009	Draft AUQA report provided to University for comment	AUQA	
	Feb 2010 (approx)	Audit report published	AUQA	
	Mar 2010	University response - 'action plan' developed	Senior Management/ PVCQE/Audit Steering Group	
	Mar – Dec 2010	Initial implementation of action plan	Senior Management, PVCQE, relevant units of LTU. Academic Board to monitor	
	Early 2011 – twelve months after audit report released.	Progress report on action plan	Senior Management, PVCQE. Academic Board to endorse.	