

GTEC/INFO. A.6

INFORMATION FOR PROGRAMME RE- ACCREDITATION APPLICATION

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INFORMATION FOR PROGRAMME RE-ACCREDITATION
(OLD/EXISTING) PROGRAMMES

Please provide the following information in respect of the programme:

1. **Name of Institution:**
2. **Programme Title:**
3. **Level of programme (e.g Dip., HND, B-Tech, BA, BSc, MA, MSc, MPhil, PhD):**
4. **Date of 1st Accreditation of the Programme by GTEC, Ghana:**
5. **Date of Last Accreditation of the Programme by GTEC, Ghana:**
6. **Name of the Mentoring Institution to which programme is affiliated:**
7. **Proof of programme affiliation to the Mentoring Institution:**
8. **History:**
Provide brief historical background of the programme of study (how has the programme developed over the years since it started?).
9. **Unit Offering programme:**
Provide the following information on the Unit of the institution that is offering the programme:
 - a. Name of Unit (e.g. School/Faculty/Department etc).
 - b. Name and qualification of the Head.
10. **Aims and Objectives:**
State the Aims and objectives of the programme.
11. **Components of the programme:**
 - (a) Core course (s);
 - (b) Elective course (s);
 - (c) Mandatory course(s)
 - (d) Research component;
 - (e) Competence-Based Training(CBT) component
 - (f) Problem-Based Learning(PBL) component
 - (g) Practical training, industrial attachment, internship, clinical experience, etc.,
 - (h) Structure of the programme (Semester-by-semester schedule/structure of course, showing the credit value of each course).
12. **Course Description:**
Provide short description of the content of the courses in the programme to include:
 - a. Objective
 - b. Content
 - c. Reading material

13. Requirements for graduation:

Provide information on the following requirements for graduation:

- a. Course Requirements;
Credits Requirements;
- b. Any additional requirements for graduation e.g. attendance.

14. Assessment Regulations:

Provide details of:

- a. Students' performance and achievement
- b. Mode of certification
- c. The certificate awarding institution

15. Changes in Curriculum/Delivery:

State any changes in the Curriculum and/or mode of delivery since the programme was last accredited by GTEC;

16. Physical Facilities:

Provide details of physical facilities in place including the following:

- a. Numbers of available classrooms, teaching staff offices, laboratories/demonstration rooms, studios, farms and workshops and their respective capacities (as applicable).
- b. Numbers of available pieces of equipment, instruments and tools (specifying functional and non-functional ones).
- c. Provisions made for the physically challenged.
- d. Safety measures.

17. Library and other sources of information:

Provide details of sources of relevant information available to both students and staff.

18. Financial Resources:

Please provide the following information on the programme's finances:

- a. Annual budget details for the programme against actuals received for the previous, current and next academic years against the operational and Capital Expenditure items in table 1 below:

Table 1: Programme Budget

Items	Amount in GHS					
	Previous Year		Current Year		Next Year	
	Budget	Actual	Budget	Actual	Budget	Actual
Equipment						
Maintenance						
Consumables (Office)						
Consumables(Labs, Workshops etc)						
Others (e.g. Research Funds)						
Total						

b. Initial capitalisation and total annual expenses over the past three (3) years (if applicable).

- c. Sources for meeting programme's financial requirements:
- i. Contributions from income generation activities.
 - ii. Endowment Fund.
 - iii. Level of fees (in Ghana Cedis).
 - iv. Grants and donations.
 - v. Government of Ghana funding.
 - vi. Other sources (please specify).

19. Staffing:

(a) Provide information on staffing for the programme in table 2 below:

Table 2: Staff Details

Department	Full Name	Sex M/F	Status (Full Time/Part-Time)	Rank	Qualifications (Starting from highest indicating title of programme, Year of award, institution of award and place	Courses Taught	Credit Hours / Workload	Teaching Experience

NB: 1. Attach list of publications and technical reports of staff
 2. Higher order ranks should be filled first

(b) Indicate additional staff requirement for the programme (if any).

20. Staff Development:

Provide information on proposed staff development programme to replace staff, to upgrade staff and/or improve competence of staff including but not limited to the following:

- a. Technical assistance.
- b. Overseas training.
- c. Local training.
- d. Mentoring.
- e. Funding plan for the execution of the above staff development programme.
- f. Acquisition of special skills

21. Employment Prospects of Graduates:

- a. List sectors of the economy that:
 - i. could employ graduates of the programme
 - ii. employ graduates of the programme
- b. Comments on graduates of the programme if available.

22. Entry requirements for admission of students:

State any specific entry requirements into the programme.

23. Student Enrolment:

Provide data on the following:

- a. Total student enrolment for all levels/years of the programme for the current and past two (2) years in table 3 below:

Table 3: Total Enrolment for the Programme

Level	Current Year (20__)			Past 1Year			Past 2 Years		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Level 100									
Level 200									
Level 300									
Level 400									
Level 500									
Level 600									
Level 700									
Grand Total									

24. Data for Staff/Student Ratio (SSR)

Please provide current data on staff and students for the Unit in table 4 below:

Table 4: Staff/Student Ratio

UNIT	TOTAL NO. OF TEACHING STAFF		TOTAL NO. OF STUDENTS		STAFF/STUDENT RATIO (SSR)= (Total # of Students FT staff + *FTE staff)
	FULL-TIME (FT)	PART-TIME (PT)	FULL-TIME (FT)	PART-TIME (PT)	

NB: 1. Part-time Student: Any student doing less than 15 hours per workload per week
 2. *Full-Time Equivalent (FTE): 3 Part-Time (PT) teaching staff (lecturers) = 1 Full-Time (FT) teaching staff (lecturer)

25. Student Work Load:

Students need time to read and reflect and therefore should not be overburdened with too many lectures.

Please state the student work load (in credit hours) per week for each semester/trimester for both full-time and part-time students (**One credit hour is defined as one hour lecture or tutorial or one practical session of two to three hours or six hours of field work for both full-time and part-time students**).

26. Graduate Output to Date:

Provide data on graduate output in the past three years of the programme

Table 5: Number of Graduates Produced per Year in the past three years

	Past Year (20__)	Past two years (20__)	Past three years (20__)
Male			
Female			
Total			

(a) Graduate-output by class (if applicable):

Table 6: Performance Range of Graduates

CLASSIFICATION	Past Year	Past 2 Years	Past 3 Years
1st Class/ Distinction			
2nd Class Upper			
2nd Class Lower			
3rd Class			
Pass			
Total			

27. Outline developments in the programme (if any) since it was last accredited by GTEC (e.g. partnerships, new additions to facilities, staffing increase or decrease, library stock increases specific to the programme, funding opportunities, scholarships, funded projects/research opportunities, publications, exchange programmes etc).
28. List all GTEC recommendations from the last accreditation exercise on the programme and outline the degree of implementation of each of the recommendations by the Department.