<u>**GTEC/INFO. A. S(D)**</u>

<u>**SELF-EVALUATION REPORTING FORMAT FOR INSTITUTIONAL REVIEW OF TECHNICAL UNIVERSITIES**</u>

<u>**PREAMBLE**</u>

The Ghana Tertiary Education Commission's responsibility includes safeguarding the public interest in good standards of tertiary education qualifications, as well as informing and encouraging ongoing improvement in the management of tertiary education quality. One way for carrying out this responsibility is the conduct of an institutional review, which is incorporated in Section 1(7) of the Education Regulatory Bodies Act 2020. (Act 1023).

The review entails an independent external evaluation of a tertiary education institution to determine whether its quality assurance system conforms to its stated objectives,' is effective, and serves its purpose. It assesses the processes that a tertiary education institution employs to manage and improve the quality of its education and other activities.

Institutional review strikes a balance between the need for universities to be publicly credible, independent, and rigorously scrutinized while also acknowledging that the institutions themselves are best positioned to provide stakeholders with valid, reliable, and up-to-date information about the academic standards of their awards and the quality of their educational provision.

To facilitate the review process, the institution must complete and submit to the Commission a comprehensive self-evaluation assessment report explaining the institution's current situation and future outlook as the first stage in the review process. The Commission will subsequently visit the institution to discuss the self-evaluation report and any other material not included in the self-evaluation instrument with the institution's administration.

SELF-EVALUATION REPORTING DETAILS

1. ORGANIZATION AND GOVERNANCE

This section deals with issues on the Governance and Management structure of the institution in relation to the University's Statutes

1.1. Indicate how the organizational structure, Governance and Management system conforms to the University's Statutes.

1.2. Provide details of the Governing Council with emphasis on its composition, (mix of expertise of members and gender) and a summary of the functions of the Council.

1.3. Provide information on other governing bodies such as Committees and Convocation with emphasis on their composition, functions and a summary of their operations. 	.

1.4. Provide the organizational chart (organogram) showing the hierarchy and reporting lines in the administrative set-up and point out any changes or innovations made since the institution was granted a university status.

1.5. Indicate steps/measures that have been put in place to ensure the achievement of the University's vision and mission.

1.6. State how the University has employed technology in the management of its activities.

1.7. List the decision making bodies of the University that have student representations.

1.8. In the absence of student representation, indicate how students are engaged in the decision making and governance of the university.

2. FINANCIAL GOVERNANCE AND SUSTAINABILITY

2.1. Provide details of the financial regulatory policies and standing orders used by the University in its financial operations.

2.2. Provide details of the financial governance system in place for the University.

2.3. Provide details of the external auditors of the University.

2.4. Provide details on the qualifications and professional membership of the Finance Officer and Internal Auditor.

2.5. Provide details of the funding of the University/projects/programmes after grant of university status.

3. INFORMATION RESOURCES AND DEPLOYMENT

3.1 Provide the following details regarding the University's library:

a. Availability and access to both physical and electronic resources.
b. Internet connectivity in the library.
c. Number of holdings in the library (textbooks, journals, General books and other resource materials).
d. Total sitting capacity.
e. Currency of text books and journals.
f. Credentials of the librarian.
g. Automation of the library services e.g. E-library system.
h. Percentage of the institution's budget dedicated to the library.

3.2 List all electronic resources that University subscribes to.

4. INFRASTRUCTURAL DEVELOPMENT AND FACILITIES

4.1 Comment on the adequacy of the infrastructure facilities with respect to the following:

a. Classrooms.
b. Office space for staff.
c. Laboratories (space and equipment) and workshops (space and equipment).
d. Facilities for differently abled students.
e. Utilities.
f. Fire and Safety.
g. Security on campus.

5. ICT ARCHITECTURE AND SYSTEMS

5.1   Provide details of the use ofICT in teaching and learning.

5.2   Provide information on the following regarding the university's JCT laboratory:

a. Seating capacity.
b. Internet connectivity.
c. Availability of wi-fi systems.

5.3   Indicate Leaming Management Systems in place to encourage technology enabled teaching and learning.

5.4   Provide details of the credentials of the Head of the computer laboratory.

6. INTERNATIONALISATION, PARTNERSHIP/COLLABORATION

6.1   Provide details of the University's signed collaboration/partnerships with other recognized national and international institutions.

6.2   Provide data on the number of foreign students enrolled since the past 5 years.

6.3   Provide data on the number of students from the institution enrolled in external institution through signed collaboration/partnership since the past 5 years.

7. STUDENTS EXPERIENCES AND ACADEMIC AFFAIRS

7.1.   Provide information on students' experience with respect to the following:
a. Student support (academic and professional counselling).
b. Financial support.
c. Skills for employability and career guidance.
d. Inculcation of values and overall development of personality.
e. Induction programme for new students.
f. Publication of calendar of events for each semester.
g. Availability of student handbooks and study programme prospectus.

7.2   Provide data on the number of students and indicate the percentage of male and female for all levels since the past 5 years.

7.3 State the institution's admission requirements for all levels of programmes of the institution.

7.4 State additional requirements for each programme, if any.

7.5 State step by step the prevailing admission procedure and delivery mode for each mode of entry as applicable (Regular, Evening, top-up etc).

7.6 State all university-wide compulsory/mandatory courses and indicate contact hours for each.

7.7 State the major concerns of students of the institution in terms of teaching and learning, programmes, facilities and administration among others and indicate measures being put in place to address them.

7.8 Indicate the involvement of students in curriculum development and revi w, assessment of teaching and learning and institutional/ college/ faculty/ school/ departmental governance.

7.9 Provide details on the extra co-curricular activities students have been engaged in since the past 5 years.

7.10 Provide details of the mentoring systems in place for teaching staff.

7.11. Provide details of catering facilities available on campus for staff and students.

8. SOCIAL INCLUSION/DIVERSITY

8.1 Provide details on the underlisted policies and comment on its implementation and enforcement:

a. Gender policy.
b. Social inclusion policy/Disability Policy.
c. Guidance and Counselling policy.
d. Anti-sexual harassment policy.

9. CURRICULUM DESIGN, DEVELOPMENT AND PROGRAMME DETAILS

9.1 Indicate how the University's mission, goals and objective are reflected in the design of academic programmes.

9.2 Provide details on the policy for the development of new programmes (market research, liaison with industry, national and regional priorities etc).

9.3 Indicate procedures for the review of existing programmes.

9.4 Provide details for each of the programmes under each School/Faculty with regards to the following:

    a. Programme accreditation and re-accreditation history

Table 1: Accreditation Status of Programmes

Faculty/Department	Programme	Date of Accreditation	Date of Expiration	Remark (Indicate with a Tick)		
				Valid	Ongoing	Expired
Faculty 1						
Department A						
Department B						
Faculty 2						
Department A						
Department B						

    b. Students' enrolment history since the past 5 years.
    c. Number of academic staff (emphasizing full-time, part-time and visiting by ranks) since the past 5 years.
    d. Staff/Student Ratio **(SSR)** history since the past 5 years.
    e. Students' Performance Range history since the past 5 years.
    f. Student learning outcomes and how they are measured.
    g. Tracer study findings for the programmes since the past 5 years.
    h. Different sessions/mode for the running of programmes (e.g. evenmg sessions, weekend sessions, distance learning option, sandwich sess10ns, regular sessions etc.)

9.5 Provide details of academic developments in the various Schools/Faculties since the past 5 years with regard to the following:

    a. Programmes introduced
    b. Academic staff additions and attrition
    c. Staff development
    d. Changes in provost/deanships/directorship/headships with names and period of service (if any).

IO. TEACHING AND LEARNING

10.1 Provide details of teaching and learning techniques or tools adopted by the University.

10.2 Provide details of peer study group practices among students of the University.

10.3 Provide details on implementation of feedback from peer and student review of teaching.

10.4 State the institution's published students' workload in hours per week for each level of programme.

11. STUDENT ASSESSMENT AND PROGRESSION

11.1 Indicate assessment modes employed for regulation of academic standards.

11.2 Indicate disciplinary procedure for the handling of examination malpractices.

11.3 What processes are in place to ensure the timely release of examination results?

11.4 Provide details on the institutional policy on moderation, external examiners and marking schemes.

12. NUMBER AND QUALITY OF STAFF

12.1. Indicate systems in place to ensure professional and career development for both teaching and non-teaching staff.

12.2. Provide information on scholarship schemes available to staff and indicate how many have benefitted from the scheme since the past 5 years.

12.3. Indicate measures put in place to address underperformance of teaching staff revealed by performance appraisal.

12.4. Indicate systems put in place to address staff attrition.

12.5. Indicate policies/programmes initiated to attract qualified staff.

12.6. Please complete the staff details in Table (1) beginning with teaching staff with the highest rank for each programme:

T ab le 1 : Academic Staff Details

College/ Faculty/ School	Name of staff	Sex	Full time	Part time	Highest qualification/Year obtained and Institution	Area of Specialization	*Rank (e.g. Prof., Associate Prof., Senior Lecturer, Lecturer, Tutor etc.)	Years of experience in teaching/research	Teaching

*Fill in descending order of Rank (i.e. the highest Rank should be filled first, followed by the next higher up to the least at the bottom)

Table 2: Academic Staff Details during consideration for university status

College/ Faculty/ School	Name of staff	Sex	Full time	Part time	Highest qualification/Year obtained and Institution	Area of Specialization	*Rank (e.g. Prof., Associate Prof., Senior Lecturer, Lecturer, Tutor etc.)	Years of experience in teaching/research	T-eaching

*Fill in descending order of Rank (i.e. the highest Rank should be filled first, followed by the next higher up to the least at the bottom)

Table 3: Non-Teaching Staff Details

Faculty/ School	Name	Qualifications	Rank	Designation

12.7   Provide academic staff attrition rate in table 4 below:

Table 4: Number of academic staff

Faculty/ School	During consideration for university status	Current year	Attrition rate(%)

12.8 Please complete the teaching staff pyramidal structure for tables 5 to 8 below:

Table 5: Pyramidal Structure

Rank	Full-Time	Part-Time	Total	(%)	GTEC Norm(%)
Professors					
Associate Professors					
Senior Lecturers					
Lecturers					
Assistant Lecturers					
Total					

Table 6: Pyramidal Structure during consi eration for university status

Rank	Full-Time	Part-Time	Total	(%)	GTEC Norm(%)
Professors					
Associate Professors					
Senior Lecturers					
Lecturers					
Assistant Lecturers					
Total					

Table 7: Highest Qualification of Academic Staff

Highest Qualification	Full-Time	Part-Time	Total	(%)
PhD				
M.Phil				
MSc/MBA/Med/MNLLM/MPH				
Other Professional Certificates				
Total				

Table 8: Highest Qualification of Academic Staff during consideration for university status

Highest Qualification	Full-Time	Part-Time	Total	(%)
PhD				
M.Phil				
MSc/MBA/Med/MA/LLM/MPH				
Other Professional Certificates				
Total				

13. RESEARCH, INNOVATION AND PUBLICATION

13.1. Provide information on institution's policy on research ethics.

13.2. Indicate the percentage of the University's budget allocated for research.

13.3. State the provisions in place to ensure teaching staff participate in national and international seminars/conferences and workshops.

13.4. List funded projects (indicate source(s) and the amount involved).

13.5. List major research breakthroughs and patents made (if any).

13.6. List members on the University's research Committee.

13.7. Provide details of published work in the last five (5) years including research publications, books, and technical reports, and international conference presentations/papers in Tables 5 and 6 below:

Table 5: Number of Publications

Faculty	Department	Name of staff	Full time	Part time	Indicate number of books, journals, technical reports/creative works, and paper presentation at international conferences.		
					Books/Journals	Technical Reports/Creative Work Report	Paper Presentations at International Conferences (mention type of conference, date and place)

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13.8 Details of Publications (SHOULD BE ATTACHED AS APPENDIX)

Please state title, year of publication, pages and publishers under any of the following categories as appropriate for each staff with publication/international and local papers using the following format:

(If published bulletin(s) of staff publications in the last 5 years is available and it covers the information requested in Tables 5 and 6, you can attach a copy(ies) in lieu of completing the tables).

Table 6: Details of Staff Publications (should be attached as an appendix):

- Replicate the table for each staff to complete details of his/her publications
- Add more rows to accommodate all publications as may be, for the various sections, a, b, c

	Name of staff & Deoartment/Faculty:					
a	*List of Journals*					
#	Year	Author(s)	Title	Journal	Issue, Vol, pages	DOVISBN
b	*List o• Books/ Chaf}ters*					
#	Year	Author(s)	Title	Publisher	Vol/ Edition	ISBN
c	*List of Conferences*					
#	Year	Title of presentation		Type of conference	Place	Date

14. POSTGRADUATE STUDIES

14.1 Indicate how the postgraduate studies in the University (taught and research) are regulated.

14.2 Provide details of the policy and procedure in place for supervision of postgraduate work.

14.3 Indicate the monitoring systems which are in place to ensure the progress and timely completion of postgraduate studies.

14.4 Indicate mechanisms in place to ensure quality supervision.

14.5 Indicate the completion rate for all postgraduate programmes.

15. CONSULTANCY, OUTREACH AND COMMUNITY ENGAGEMENT

15.1. Indicate the university's policy on consultancy.

15.2. Indicate the university's policy on outreach.

15.3. Indicate the university's policy in place to promote community engagement (if different from that on outreach).

15.4. Provide list of community engagement projects undertaken since the past 5 years.

15.5. Provide a list of the University's external partners for work-based or industrial placement learning.

15.6. Indicate the institution's contribution to national and international development since the past 5 years?

16. DISTANCE EDUCATION

16.1 Indicate policy provisions in place to guide distance learning.

16.2 Provide details of ICT infrastructure and facilities in place for distance learning.

16.3 Indicate how the facilities are linked to the provision of academic support/learning resource for distance learning students?

16.4 Indicate learning materials developed to ensure interactive, accessible and comprehensive teaching.

16.5 State the nature of training/capacity building measures put in place for teaching staff/facilitators on distance education programmes.

16.6 State the measures which are in place to ensure quality and the maintenance of standards in the assessment of students on the distance learning programmes (issues of parity of esteem).

16.7 Provide details of the processes involved in the admission of students into the distance learning programmes.

16.8 Indicate details of teaching staff/facilitators for the distance education programmes.

17. QUALITY ASSURANCE

17.1 State how the quality assurance policy has been used to influence the operations of the University?

17.2 Provide details of Internal Quality Assurance systems and structures in place for the university.

17.3 Indicate how Quality Assurance policy/programme has been incorporated into the Strategic plan of the institution.

17.4 State the credentials and rank of the head of the Quality Assurance Unit/Directorate.

18. ANNUAL REPORTING FRAMEWORK

18.1   State the unit responsible for the generation of annual reports.

18.2   State procedures for the generation of annual reports for the University.

18.3   Indicate how annual reports are used to influence the operations of the University.

19.0THER DEVELOPMENTAL CHANGES

Outline any developments in the university which may not have been captured in this assessment instrument since the pat 5 years (e.g. partnerships, new additions to facilities, staff increase or attrition, library stock increases specific to programmes, funding opportunities, accessed research opportunities, publications, exchange programmes, new policies etc.).

20. FUTURE OUTLOOK

20.1   Indicate key projections for the next five (5) years, strategies and time-bound targets to achieve the projections.

Please complete the attached GTEC Physical Facilities Questionnaire as well as the Library and Financial Standing Assessment Questionnaires as part of your institution's self-evaluation.