

**CHECKLIST FOR THE INTERNAL APPROVAL AND ACCREDITATION OF PROGRAMMES**

SN	Activity	Response			Evidence		
		Yes	No	N/A	What is required	Attached	
						Yes	No
1	Has the document been reviewed to ensure compliance to i. Current GTEC format? ii. KNUST Course Code Policy? iii. Semester credits ranging between 15 to 21 hours				Final accreditation document incorporating all feedback		
2	Have industrial partners/stakeholders been consulted?				Summary report on feedback from partners/stakeholders with specific communications attached as annexes		
3	Is it a new programme? <i>If YES, skip to step 5</i>				None		
4	Have current and old students been consulted?				Summary report on feedback from student stakeholders with specific communications attached as annexes		
5	Has the document been reviewed and approved by the College Quality Assurance Sub-Committee (QASC)?				Cover letter/email of approval by QASC Chairperson		
6	Has the document been reviewed and approved by the Departmental Board?				Extract from Departmental Board Meeting		
7	Has the document been reviewed and approved by the Faculty/School Board?				Extract/approval from Faculty/School Board		
8	Has the document been reviewed and approved by the College Board?				Attached Approval from College Board		
9	Will the programme be administered through IDL? <i>If NO, skip to Step 10</i>				<i>If YES, attach IDL Board Approval</i>		
10	Is the document for a postgraduate programme? <i>If NO, skip to Step 11</i>				<i>If YES, attach SGS Board Approval</i>		
11	Has the document been submitted and approved by Planning and Resource Committee?				<i>If YES, attach Planning and Resource Committee Approval</i>		
12	Has the programme been approved by the Academic Board?				<i>If YES, attach Academic Board Approval</i>		
13	Has the QASC reviewed the checklist?				<i>If YES, submit final document with all applicable evidence to QAPO</i>		

**NB:** Please ensure that all applicable Responses have been answered YES and all necessary evidence attached before submission to QAPO.

**Name**

**Signature**

**Date**

HoD/Dean

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QASC Chairperson

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**Department**

**Faculty**

**College**

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