KNUST TEMPLATE FOR ACCREDITATION OF PROGRAMMES

SECTION A: NEW PROGRAMMES (ACCREDITATION)

No.	Guidelines	Requirements	Notes
1	**Name of Institution**		Kwame Nkrumah University of Science and Technology, Kumasi
2	**Programme Title**		State the title of the programme for which re-accreditation is being sought (e.g. BSc Geological Engineering)
3	**Level of Programme**	- e.g. Dip., HND, B-Tech, BA, BSc, MA, MSc, MPhil, PhD	Indicate the level of the programme. e.g. Master of Fine Art (MFA
4	**Name of the Mentoring Institution to which programme is affiliated (where applicable)**		• Not applicable to KNUST programmes. • State N/A if the programme is not affiliated to any institution.
5	**Proof of programme affiliation to the Mentoring Institution**		Provide evidence of programme affiliation to mentoring institution where applicable. (Indicate N/A for KNUST programmes)
6	**Support**	A statement indicating that the proposed programme has the support of the following: a. the relevant Board of the institution b. the mentoring institution (in the case of mentored institutions) c. the National Board for Professional and Technician Examinations (GTEC PTEX) (inthe case of Higher National Diploma programmes by Polytechnics) d. and approval for funding the National Council for Tertiary Education (NCTE) (in the case of public institutions)	• Indicate the approval of Academic Board • Non-applicable • Non-applicable • Attached approval letter from NCTE to run the new programme

7	**Background information**	State the Aims and Objectives of the programme as fit into the mission and plans of the institution and national demand for the programme.	• The aim(s) and objectives of the programme should be stated separately. • The aim should be holistic to cover the purpose or intention of the programme. • The objectives should be stated in the order of priority to the main aim of the programme.

8	**Students' admission, progression and graduation**	Clearly state the policies on minimum qualifications for admission into the programme, retention and graduation.	Indicate each separately:
			  a. Students' admission
			  b. Progression
			  c. Graduation
			(***Refer to Student and Graduate Handbook)***

9	**Employment**	List the areas in which the students are likely to be employed	List all the possible areas as requested.
10	**Consultations**	State the levels of consultations for the design of the programme including consultations with the appropriate professional and/or relevant supervisory body where applicable.	Indicate as requested. ***Keep all documentation and evidence of the consultations for GTEC Panel Visit***
11	**Components of the programmes**	Provide details of the curriculum and mode of delivery to include the following: a. Required(core) course(s)	List all common or primary courses in the programme. (i.e. courses which are compulsory for all students reading the programme).
		b. Elective course(s)	List of all courses audited or taken from another programme other than what the programme primarily required.
		c. Research component	List of all research related courses in the programme of study. (e.g. Research Methods, Project/ Thesis Writing).
		d. Practical training, industrial attachment, internship, clinical experience, etc.	List of all practical training components such as industrial attachment, internship, clinical experience, field work, etc.

		e. Semester-by-semester structure/schedule of course, showing the credit value of each course	• Develop a table to present semester by semester structure of courses showing course codes, names and credits. This should indicate Theory, Practical and Credits (TPC). ***Refer to the KNUST Guidelines for Course Codes, Names & Credits Hours***
		a. Objective b. Content c. mode of delivery d. reading material	Indicate as requested. • • Include local literature when available
12	**Course Description**	Provide short description of the content of the courses in the programme to include: a. Objectives	• Provide a brief course description for each course. • State specific objectives to each course based on the course requirements. • This should be numbered sequentially.
		b. Content	List of main topics/areas to be taught. ***NB: This should provide relevant content to satisfy the set objectives.***
		c. Mode of delivery	State the mode in which the course is delivered. (i.e. lectures, demonstration, field work, studio practice, etc).
		d. Reading materials	• List of current books, journal articles, database, etc relevant to the course. • Minimum reading material of 5-7 ***NB: This should include local literature as much as possible.***
13	**Assessment of students' performance and achievements**	a. Regulations on students' assessment, performance and achievements should be clearly defined and there should be	This should consist of continuous assessments, end-of-semester written or practical examinations, research papers, fieldwork

		evidence of students' awareness of the regulations.	reports, studio practice, project work, jury, exhibition of practical studio works, and thesis/project reports and defence. (**Refer to Student and Graduate Handbook**)
		b. Mode of certification: Please, state name of awarding institution.	Kwame Nkrumah University of Science and Technology

14	**Staffing**	a. Provide information on staffing for the programme in the table 2 below (this should include only those who have responded positively to appointment letters, or if existing staff, have received letters for re-assignment or additional responsibilities)
		    i. Attach list of publications and technical reports of staff
		    ii. High order rank should be filled first
			• Complete **GTEC/INFO. A.3 Table on Staffing** to provide the necessary staff details.

		b. Details of staff development plan (if any) including but not limited to the following:
		    i. Technical Assistance;
		    ii. Overseas training;
		    iii. Local training;
		    iv. Mentoring.
			• Explain the Staff Development Plan which is in place in the University/ Department and how staff in the programme have benefited from it.
			• Indicate names/numbers policies as per the list.
			Make reference to appropriate KNUST policies such as Mentorship, Staff Development, Study leave, Sabbatical leave, Conferences and Leave of Absence.

15	**Student Enrolment**	Projected student enrolments for the next four (4) years in the **Table of GTEC/INFO. A.3 page 5.**	Provide data as accurately as possible to reflect the actual students' enrolment status.
16	**Resources**	a. Physical Resources: Provide details of the available physical facilities including the following:	• Develop a table to present the number and capacities of classrooms, staff offices, laboratories, studios, farms,

		i. classrooms, laboratories/demonstration rooms, studios and farms workshops and their respective capacities (as applicable);	workshops, etc for the programme. Indicate the adequacy of the listed facilities/infrastructure for the programme.
		ii. Numbers of available pieces of equipment, instruments and tools (specifying functional and non-functional ones).	• List or tabulate the number of equipment, instruments and tools for the programme specifying their state of functionality. • Indicate the adequacy, efficiency and reliability of the listed equipment, instruments and tools for the programme.
		iii. Provisions made for the physically challenged.	State provisions made for physically challenge students and staff. Justify whether or not available facilities support free movement of the physically challenged. ***Refer to the KNUST Policy on Disability, Equality and Diversity.***
		iv. Safety measures	State the safety measures/precautions put in place in the classroom, laboratories, studios, workshops, etc, to prevent accidents. ***Refer to KNUST Health and Safety Policy.***
		b. Sources of information (e.g Library) and other relevant resources.	This should include libraries within the university with relevant current books, journals, e-library resources, online repositories, internet access, etc for the programme. ***Contact the University and College Liberians for inputs and preparation towards GTEC panel visit.***

17	**Student Learning Outcomes**	Please state/list the student learning outcomes for the programme (*i.e. the set of knowledge and skills a graduate of the programme should have*)	Indicate as requested.
18	**Sources of Funding for the Programme**	Please specify and state the amount involved in the following: a. External sources b. Internal (specify and state amount) c. Tuition fees (in Ghana Cedis) if applicable	Provide a list of sources of funding and level of fees for the programme as required by GTEC. ***Contact the College Accountant for the right fee schedule***
19	**Linkages**	Linkages with other organisations/institutions (national/international) for academic or other forms of support.	Indicate as requested. ***Keep all documentation for GTEC Panel Visit***

Student Enrolment

Academic Year	Year 1	Year 2	Year 3	Year 4
Male				
Female				
Total				

Staffing

Staff Category	Name of staff		Sex	Full time	Part time	Qualification (state all, starting with the highest qualification/Year obtained and Place.	Area of specialization	Rank/Years of teaching experience	Courses to be taught	Expected workload(expressed in hours per week per teacher)
Teaching staff										
Technical staff	*Technologists:*									
	Technicians:									
Administ-rative staff										
Support staff										

NB: 1. Attach list of publications and technical reports of staff

2. Higher order ranks should be filled first

SECTION B: EXISTING PROGRAMMES (REACCREDITATION)

S/N	Guidelines	Requirements	Notes
1	**Name of Institution**		Kwame Nkrumah University of Science and Technology.
2	**Programme Title**		State the title of the programme for which re-accreditation is being sought (e.g. BSc Textile Design Technology)
3	**Level of Programme**	(e.g. Dip., BSc, BA, MA, MFA, MPhil, PhD)	Indicate the level of the programme. e.g. Master of Fine Art (MFA)
4	**Date of 1st Accreditation by GTEC, Ghana**		State the actual date the programme was first accredited by GTEC (e.g. 4thJune, 2012). *Refer to GTEC Accreditation Certificate.*
5	**Date of Last Accreditation by GTEC, Ghana**		State the last date the programme was re-accredited by GTEC (e.g. 7th August,2015). *NB: 3 years for first re- accreditation and 5 years for subsequent ones. Reference should be made to GTEC Re-accreditationCertificate.*
6	**Name of Mentoring Institution to which programme is affiliated**		• Not applicable to KNUST programmes. • State N/A if the programme is not affiliated to any institution.
7	**Proof of programme affiliation to the Mentoring institution**		Provide evidence of programme affiliation to mentoring institution where applicable. (Indicate N/A for KNUST programmes)
8	**History**		Provide brief and relevant historical background of the programme indicating the developments that have occurred in the programme over the years since it was accredited. This should include the rationale for mounting the programme, its national relevance and achievements so far.
9	**Unit offering the 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.	State the department and the name and qualification of the current Head seeking for re-accreditation. E.g. a. Department of Industrial Art b. Dr Ebenezer Kofi Howard (PhD, MFA, BA). *NB: This requires the updated CV of the current HoD as evidence.*

10	**Aims & Objectives**	State the Aims and objectives of the programme	• The aim(s) and objectives of the programme should be stated separately. • The aim should be holistic to cover the purpose or intention of the programme. • The objectives should be stated in the order of priority to the main aim of the programme.
11	**Components of the programme**	(a) Core course (s)	List all common or primary courses in the programme. (i.e. courses which are compulsory for all students reading the programme).
		(b) Elective course(s)	List of all courses audited or taken from another programme other than what the programme primarily required.
		(c) Mandatory course(s)	List of all university-wide courses that are mandatory for all students in the university to take. (e.g. ENGL 158: Communication Skills).
		d) Research component	List of all research related courses in the programme of study. (e.g. Research Methods, Project/ Thesis Writing).
		(d) Competence-Based Training (CBT) component	List of all practice-based or hands-on courses including studio practice, workshop practice, laboratory, etc.
		(e) Problem-Based Learning (PBL) component	List of all courses that make students explore and find solution to problems within their environment.
		(f) Practical training, industrial attachment, internship, clinical experience, etc.,	List of all practical training components such as industrial attachment, internship, clinical experience, field work, etc.
		(g) Structure of the programme (Semester-by-semester schedule/structure of course, showing the credit value of each course).	• Develop a table to present semester by semester structure of courses showing course codes, names and credits. • This should indicate Theory, Practical and Credits (TPC). ***Refer to the KNUST Guidelines for Course Codes, Names & Credits Hours***
12	**Course Description**	a) Objectives	• Provide a brief course description for each course. • State specific objectives to each course based on the course requirements.

			• This should be numbered sequentially.
		b) Content	List of main topics/areas to be taught. *NB: This should provide relevant content to satisfy the set objectives.*
		c) Mode of delivery	State the mode in which the course is delivered. (i.e. lectures, demonstration, field work, studio practice, etc).
		d) Reading materials	• List of current books, journal articles, database, etc relevant to the course. • Minimum reading material of 5-7 *NB: This should include local literature as much as possible.*
13	**Requirements For graduation**	a) Course requirements	State the expected course requirements. (e.g. Student must register and pass all required courses).
		b) Credits requirements	• State the credit requirements students are expected to achieve to qualify them for graduation. • Indicate minimum credits and CWA for progression and graduation. *Make reference to the Student and Graduate Hand Books*
		c) Additional requirements for graduation	State additional requirements for graduation (e.g. submission of thesis/project report, defend and pass oral examination, etc.)
14	**Assessment regulations**	a) Students Performance and achievement	This should consist of continuous assessments, end-of-semester written or practical examinations, research papers, fieldwork reports, studio practice, project work, jury, exhibition of practical studio works, and thesis/project reports and defence.
		b) Mode of certification	State the mode of certification for the programme. *Make reference to the Student and Graduate Hand Books.*
		c) The certificate awarding institution	State the institution that will award the certificate upon graduation. (e.g. KNUST)
15	**Changes in Curriculum/ Delivery**	State any changes in the Curriculum and/or mode of delivery since the programme was last accredited by GTEC.	• Indicate the changes that have occurred in the curriculum with respect to course codes, title, credits, content, and/or mode of

			• delivery since the last accreditation exercise by GTEC. • This should be done making reference to the specific sections and pages in the curriculum where the changes have occurred for easy reference.
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).	• Develop a table to present the number and capacities of classrooms, staff offices, laboratories, studios, farms, workshops, etc for the programme. • Indicate the adequacy of the listed facilities/infrastructure for the programme.
		b) Numbers of available pieces of equipment, instruments and tools (specifying functional and non-functional ones).	• List or tabulate the number of equipment, instruments and tools for the programme specifying their state of functionality. • Indicate the adequacy, efficiency and reliability of the listed equipment, instruments and tools for the programme.
		c) Provision for the physically challenged.	State provisions made for physically challenge students and staff. Justify whether or not available facilities support free movement of the physically challenged. *Refer to the KNUST Policy on Disability, Equality and Diversity.*
		d) Safety measures	State the safety measures/precautions put in place in the classroom, laboratories, studios, workshops, etc, to prevent accidents. *Refer to KNUST Health and Safety Policy.*
17	**Library/other sources of information**	Provide details of sources of relevant information available to both students and staff.	This should include libraries within the university with relevant current books, journals, e-library resources, online repositories, internet access, etc for the programme. *Contact the University and College Liberians for inputs and preparation towards GTEC panel visit.*

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.	Provide a table showing detailed annual budget for the programme. ***Contact the College Accountant for inputs.***
		b) Initial capitalisation and total annual expenses over the past three (3) years (if applicable).	Present a table showing the past three years initial capitalisation and annual expenses. ***Contact the College Accountant for inputs.***
		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).	Provide a list of sources of funding and level of fees for the programme as required by GTEC. ***Contact the CollegeAccountant for the right fee schedule.***
19	**Staffing:**	a) Provide information on staffing for the programme. NB: 1. Attach a list of publications and technical reports of staff. 2. Higher order ranks should be filled first.	• Complete ***Table 2 of GTEC/INFO. A. 6*** to provide the necessary staff details. • List the Head of Department first followed by other relevant staff in order of rank.
		b) Indicate additional staff requirement for the programme (if any).	Where required, indicate additional staff needs; teaching, technical and administrative staff with justification.
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	• Explain the Staff Development Plan which is in place in the University/ Department and how staff in the programme have benefited from it. • Indicate names/numbers policies as per the list. ***Make reference to appropriate KNUST policies such as Mentorship, Staff Development, Study leave, Sabbatical leave, Conferences and Leave of Absence.***

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
			• This should include but not limited to teaching, commerce, manufacturing sectors. *NB: This should reflect the set objectives.*

		b) Comments on graduates of the programme if available.	• Provide information on the performance of graduates of the programme if available. • This could be obtained from past tracer studies on graduates, stakeholders'/employer' comments
22	**Entry requirements for admission of students**	State any specific entry requirements for admission into the programme.	This should include matured and foreign applicants and other modalities for admission such as passing an oral interview, written exams, etc where applicable. *Refer to the University's general entry requirements for undergraduate and graduate admissions, College/Faculty and Department brochures (where applicable).*
23	**Student Enrolment**	Provide data on student enrolments for all levels/years of the programme for the current and past two (2) years. *Use Table 3 of GTEC/INFO. A. 6 page 6.*	Provide data as accurately as possible to reflect the actual students' enrolment status.
24	**Staff/Student Ratio (SSR)**	Provide current data on staff and students for the Unit.	State the total number of teaching staff and students indicating staff/student ratio. *Refer to Table 4 of GTEC/INFO. A. 6 page 7 as a guide for this.*
25	**Students Work Load**	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*	Present the actual students work load making reference to the *KNUST Guidelines for Course Codes, Names & Credits Hours*

		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. *GTEC/INFO. A. 6, Tables 5 and 6, page 7.*	Using Table 5 and 6, provide data on: a) number of graduates produced per year, and b) performance range of graduates.
27	**Developments in the programme**	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).	Provide developmental changes in the programme with documentation as evidence for GTEC panel's visit.
28	**GTEC Recommendations**	List all GTEC recommendationsfrom the last accreditation exercise on the programme andoutline the degree of implementation of each of the recommendations by the Department.	Provide a table to itemise all the recommendations made by the last GTEC panel on the programme withresponses showing proof of implementation and improvement thereof.

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						

Table 2: Staff Details

Staff Category	Name of staff	Sex	Full time	Part time	Qualification (state all, starting with the highest qualification/Year obtained and Place	Area of specialization	Rank/Years of teaching experience	Courses to be taught	Expected workload(expressed in hours per week per teacher)
Teaching staff									
Technical staff	*Technologists:*								
	Technicians:								
Administrative staff									
Support staff									

NB: 1. Attach list of publications and technical reports of staff

2. Higher order ranks should be filled first

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									

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)**

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			

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			

SECTION C: DISTANCE LEARNING PROGRAMMES (ACCREDITATION AND REACCREDITATION)

SECTION A: INSTITUTION'S DETAILS

No.	Guidelines	Distance Learning	Notes
1	**Particulars of Institution**	1.0 Background a. Name of Institution	Kwame Nkrumah University of Science and Technology, Kumasi
		b. Date of establishment	6th October 1951
		1.2 Tenancy Agreement (where applicable) Provide evidence of tenancy agreement	Indicate and provide if applicable
		1.3 Relation to Regular Programmes a. Is the proposed Distance Learning (DL) programme related to any of the regular programmes? Yes/No b. If yes, indicate which one:	Yes Indicate as required. (e.g. BSc Business Administration)
2	**DL Policy Document**	2.1 Does a policy document of the DL Programme exist? Yes/No 2.2 If yes, provide a copy.	• Yes • Attach a copy of the DL Policy (from IDL)
3	**Academic and Administrative Leadership for the DL Programme**	An institution is to maintain a core group of highly competent (qualified) academic and administrative staff with an appreciable length of experience in their chosen professions and in the DL Unit to provide the right leadership and direction to the programme. 3.1 Indicate whether the DL programme is placed in the academic structure of the Institution.	Indicate the academic department for the programme.

		3.2 Headship of the DL Unit
		Provide information on the following:
		    a. Academic qualifications of the Head of
		
		      the DL programme;
			Indicate the qualifications of HoD.
			
			Indicate the role and status of the HoD Department for the programme.

		b. The responsibilities of the Head; and Status of the Head of the DL Centre within	

SECTION B: THE DL PROGRAMME

No.	Guidelines	Distance Learning	Notes
4	**Distance Learning Programme Details**	Please provide the following information in respect of the DL programme: 4.1 Programme Title:	Indicate title of the programme for re/accreditation (e.g. BSc Business Administration)
		4.2 Level of programme (e.g Dip., HND, B-Tech, BA, BSc, MA, MSc, M.Phil., PhD):	Indicate the level of the programme. e.g. BSc
		4.3 State the Aims and Objectives of the DL Programme:	• The aim(s) and objectives of the programme should be stated separately. • The aim should be holistic to cover the purpose or intention of the programme. • The objectives should be stated in the order of priority to the main aim of the programme.
		4.4 What is the expected period for the completion of the DL Programme?	State the duration of the regular programme e.g. X Years
		4.5 How long does it take to complete the programme under the traditional instructional mode?	Indicate as requested.
		4.6 Entry requirements for admission of students: a. State entry requirements into the DL programme	This should include matured and foreign applicants and other modalities for admission such as passing an oral interview, written exams, etc where applicable. ***Refer to the University's general entry requirements for undergraduate and graduate admissions, College/Faculty and Department brochures (where applicable).***
		b. How different are these entry requirements from those for the related regular programme (where applicable)?	Indicate as requested.

		c. Indicate if the DL programme allows for multiple entry points during the academic year and how that is managed;	Indicate as requested.
5	**Components of the programme**	Provide the following: 5.1 Are the courses of the DL programme different from those of the regular programme? Yes/No	• Indicate Yes or No. • Indicate courses, Core/Electives, by semester basis by TPC.
		5.2 If yes, provide information on how different they are.	Indicate the differences in the DL and regular programmes

		5.3 Structure of the programme (schedule/structure of the courses, showing the credit value of each course per module).	***Refer to Guidelines for Course Codes, Names and Credit Hours for details***
			• Illustrate in a table.
			• This section should also include Course Description for all courses indicating,
			  a. Brief Descriptions - What the course entails
			  b. Objectives – What the course is trying to achieve.
			  c. Contents - list of areas to be taught.
			  d. Mode of delivery – how will be delivered if online etc.
			• Reading Materials – List of current books, journal articles, database, etc relevant to the course.
			• Minimum reading material of 5-7
			NB: This should include local literature as much as possible

6	**Requirements for graduation**	Provide information on the following requirements for graduation if different from that of the regular programme: a. Course Requirements	State the expected course requirements. (e.g. Student must register and pass all required courses).
		b. Credit Requirements	• State the credit requirements students are expected to achieve to qualify them for graduation.

			Indicate minimum credits and CWA for progression and graduation. ***Make reference to the Student and Graduate Hand Books***
		c. Any additional requirements for graduation	State additional requirements for graduation (e.g. submission of thesis/project report, defend and pass oral examination, etc.)
7	**Staffing**	7.1 Provide information on staffing for the DL programme in **Table 1** below: NB: 1. Higher order ranks should be filled first 2. Attach list of publications and technical reports of staff (where applicable)	• Complete as required • List HoD first, followed by the high order ranks**.** • Indicate staff and their Publications*, (Refer to QAPU Staff Bulletin)*
		7.2 Indicate additional staff requirement for the programme (if any).	• Indicate additional staff needs/as required with details if applicable
8	**Staff Development**	Provide information on proposed staff development in DL to 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 (a, b, c, d) staff development programme; f. Acquisition of special skills	• Explain the KNUST Staff Development Plan in place, and indicate how staff have benefited. • *(Refer to Regulations on Study Leave/Sabbatical and Leave of Absence for Senior Members – Recorder No 408, Jan. 2012, Vol. 45, No 6; and Conferences and Research Recorder No 258, June. 2003, Vol. 35, No 13; and how its applied. Refer to Mentorship Policy)* how Staff have/will benefit from the policies, as well as funding plans.
9	**Student Enrolment**	Provide data on the total projected student enrolment for the next three (3) years in table 2	• Complete Table on Projected Total Students' Enrolment. • Refer to Table 2.
10	**Data on Staff/Student Ratio (SSR)**	Please provide current data on staff and students for the DL Programme (if new programme, these should be projected figures): Refer table 3 and 4	• Indicate Total Number of Teaching Staff Note 7, and Total Students Note 10, Nos to calculate the SSR.

			• For SSR for facilitators, use Total Number of Students by Facilitators Table 4

SECTION C: DEVELOPMENT OF LEARNING MATERIALS AND MODE OF DELIVERY

No.	Guidelines	Distance Learning	Notes
1.	Course Modules	a. How are course modules developed?	State as required
		b. Do the course modules contain self-assessment questions?	Indicate as required
		c. How are the course modules packaged for use by students?	State as required
		d. How do you make the modules available and accessible to students?	Indicate as required
		e. How often are the modules developed?	Indicate as required
		f. In addition to lecturers in the subject area, which other lecturers/ professionals are engaged in developing the modules?	Indicate as appropriate. *(e.g. Service/ Cognate lecturers engaged)*
2.	Process and Technology	a. What delivery mode is used for the programme?	Indicate as required (e.g. V- Class and *Face-to-face, hybrid).*
		b. What technology is currently used for the delivery?	Indicate as required
		c. What provision is in place for the effective use of the technology?	Indicate as required
		d. What are the strengths of the technology?	Indicate as required (e.g. Continuous internet connectivity, etc.)
		e. What are the weaknesses of the technology?	Indicate as required

		What technology is anticipated in the future?	Indicate as required

SECTION D: ASSESSMENT AND CERTIFICATION

No.	Guidelines	Distance Learning	Notes
1	**Assessment Methods**	State the methods for student assessment (e.g. Continuous Assessment; End of Module Assessment; Quizzes; Long Essays etc.)	• Indicate as appropriate
2.	**Conduct of Examinations**	a. Are examination questions moderated? Yes/No	Answer Yes or No
		b. How do the questions compare to those of the regular programme? (where applicable)	Indicate the differences of questions with regular programmes if applicable
		c. How do you ensure parity of esteem with graduates from the regular programme?	Indicate as required (e.g. Curriculum, examinations, marking regulations that apply) *Refer to Students', Graduate Handbook and IDL Policy, etc.*

		d. How is the integrity of examination assured with respect to:
		  i. Security
		  ii. Conduct of examinations
		  iii. Impersonation
		  iv. Invigilation
			Indicate how Policy examinations, marking regulations, and Invigilation apply *(Refer Graduate Handbook and IDL Policy, etc).*

3.	**Assessment Regulations**	Provide details of regulations governing: a. Students' performance and achievement b. Certification of students	• Indicate as required • Award certificates are issued by KNUST
4.	**Learning outcomes**	a. How are the learning outcomes assessed?	Indicate as required. (Refer to Assessment of Conduct of Courses by Students - QA Policy)
		b. How do you assess skill-outcomes for skill-based DL programme?	Indicate as required

SECTION E: SUPPORT

No.	Guidelines	Distance Learning	Notes
1.	**Facilities**	a. Physical Facilities *(NB: to be completed separately for each Study Centre where multiple Study Centres are involved):* Provide details of physical facilities in place including the following: I. Available room spaces (where applicable), teaching staff/facilitators' offices, laboratories/demonstration rooms, studios, farms and workshops and their respective capacities (where applicable);	• Indicate as required (List number of available Teaching Spaces by Room Nos, descriptions, capacity in a table).
		i. Number of available pieces of functional equipment, instruments and tools (where applicable) Provisions made for the physically challenged;	Indicate as required *(List of equipment attached to the teaching spaces, Refer to the Disability Policy)*
		ii. Safety measures; For practical and skill-based DL programme, please indicate how students access the appropriate physical facilities and materials;	Indicate as required (Refer to Health and Safety Policy)
		iii. Proof of agreement with a local institution to allow students the use of their facilities for practical work;	Provide any MoUs/ Agreements with local institutions allowing students to use resources.
		b. Library and other sources of information: Indicate how students and staff on the DL programme have access to relevant information resources.	Indicate as required the library facility available to students and staff *(e.g. E-library facilities, mobile dongle, ICT Centre etc.* **Refer to Librarian and UITS Staff for inputs***)*
		c. Financial Resources: Please provide the following information on the programme's finances: i. Level of fees (in Ghana Cedis) per student	Indicate tuition fees per student

		Percentage of total fees that is channelled into the programme	Indicate as required (*Refer to the College Accountant for input*)
2.	**Student Support Services**	What avenues are available to DL students to obtain support relating to the following: i. Enquiries	Indicate services available to students. (e.g. direct telephones lines, complaints desks etc.)
		ii. Registration	Indicate the mode of Registration (e- registration etc.).
		iii. Payment terms and procedures;	Indicate payment schemes available
		iv. Refunds (where applicable);	Indicate refund procedures
		v. Orientation;	Indicate procedures
		vi. Course delivery;	Indicate if live, face to face, pre-recorded or hybrid
		vii. Technology application/system difficulty/failure support;	Indicate the kind of Technology application available.
		viii. Guidance and counselling including dealing with problems of learners during the course of study;	Indicate the type of advice and guidance, e-counseling etc.
		ix. Access to material(s);	Indicate access to materials online etc.
		x. Conflict resolution;	Indicate procedures
		xi. Access to transcript and results details.	Refer to students' handbook Indicate process, refer to Graduate and Students' Handbook, as well as, IDL Policy

Table 1: Staff Details

Staff Category	Name of staff	DL Centre Assigned	Sex	Qualification (state all, starting with the highest qualification/ Yearobtained and Place	Rank/Year of Teaching experience in DL delivery	Area of specialization	Courses/ Modules taught	Workload (expresses in hours per week per teacher)
Teaching staff at the Operational Headquarters								
Facilitators/Tutors at the Study Centre								
Academic Support Staff								
Administrative Staff								
Other Support Staff								

Table 2: Projected total Enrolment for the DL Programme

	Coming Year (20)			Next 2 Years			Next 3 Years		
#	Male	Female	Total	Male	Female	Total	Male	Female	Total

Table 3: Staff/Student Ratio

TOTAL NO. OF DL TEACHING STAFF AT THE BASE(HEADQUATERS)	TOTAL NO. OF STUDENTS ON THE PROGRAMME	STAFF/STUDENT RATIO (SSR)= **(Total # of Staff** **Total # of student)**

Table 4: Facilitator/Student Ratio

DL PROGRAMME CENTRE	TOTAL NUMBER OF FACILITATORS	TOTAL NO. OF STUDENTS AT THE CENTRE	FACILITATORS/STUDENT RATIO (FSR)= **(Total # of Facilitators** **Total # of Students**

FLOWCHART OF KNUST ACCREDITATION OF PROGRAMMES

```
                        ┌─────────────────┐
                        │    PROGRAMME    │
                        └────────┬────────┘
                                 │
                                 ▼
        ┌──────────────────────────┐        RE-ACCREDITATION (Existing Programme)
        │   DEPARTMENTAL BOARD     │──────────────────────────────────────┐
        └────────────┬─────────────┘                                      │
         NEW ACCREDITATION │                                              │
                          ▼                                               │
        ┌──────────────────────────┐                                     │
        │      FACULTY BOARD       │                                     │
        └────────────┬─────────────┘                                     │
                     ▼                                                    │
        ┌──────────────────────────┐                                     │
        │      COLLEGE BOARD       │                                     │
        └──┬──────────┬──────────┬──┘                                     │
  IDL Programme │  Undergraduate │  PG Programme                          │
               │   Programme    │                                        │
               ▼                ▼                ▼                        │
   ┌──────────────┐    ┌──────────────────┐   ┌──────────────────┐       │
   │  IDL BOARD   │- - │                  │   │ GRADUATE SCHOOL  │       │
   └──────┬───────┘    │                  │   │      BOARD       │       │
          │            ▼                  └─┐ └────────┬─────────┘       │
          │   ┌──────────────────────────┐ │          │                 │
          └──▶│   PLANNING & RESOURCE    │◀┘          │                 │
              │        COMMITTEE          │◀───────────┘                 │
              └────────────┬─────────────┘                              │
                           ▼                                            │
              ┌──────────────────────────┐                             │
              │      ACADEMIC BOARD      │                             │
              └────────────┬─────────────┘                             │
                           ▼                                            │
   ┌──────────────────────────────────────────┐                       │
   │ QUALITY ASSURANCE & PLANNING UNIT (QAPU)  │◀──────────────────────┘
   └──────────────┬───────────────────┬────────┘
                  ▼                    ▼
         ┌────────────────┐     ┌──────────────┐
         │      NCTE      │────▶│     NAB      │
         └────────────────┘     └──────────────┘
```
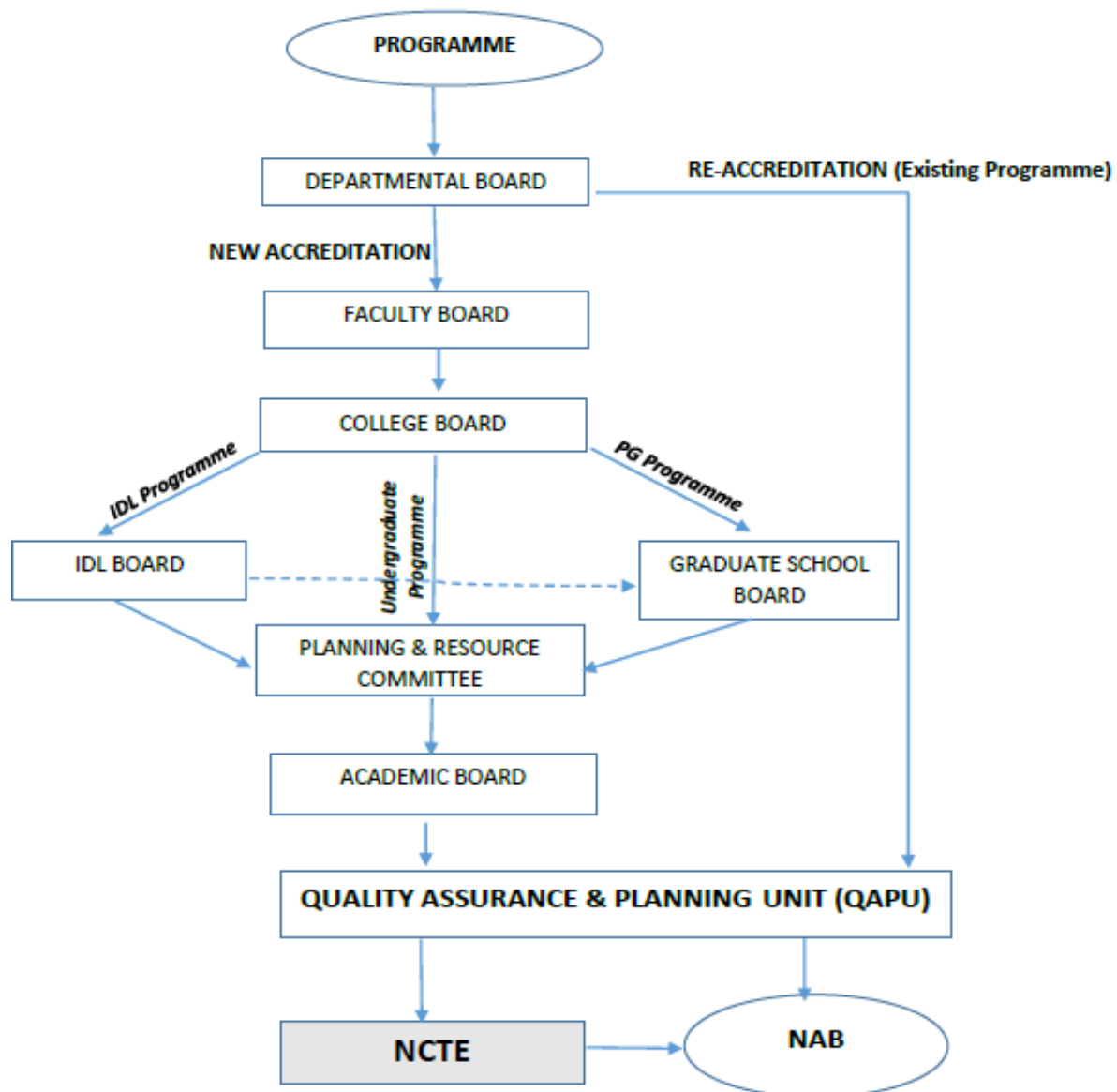
Key

- - - - - - -▶ If the programme is Graduate & Distance Learning