POLICY

FOR THE ACCREDITATION OF

TECHNOLOGY PROGRAMMES IN ENGINEERING

Section 1   Policy – (basis for accreditation)
Section 2   Requirements for Accreditation – (what is accredited)
Section 3   Accreditation Process – (how accreditation is carried out
Section 4   Submission Prior to Visit
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Section 4

SUBMISSION PRIOR TO VISIT

INDEX:

INTRODUCTION

As indicated in Section 3, a submission prior to the visit forms part of the accreditation visit. Section 4 includes the recommended layout for this submission. It is offered to assist the University of Technology in preparing the relevant information in a simple, concise manner that focuses on the issues that have been identified and described in Section 2.

The University of Technology is expected to provide information that it considers relevant to the accreditation process. Where the format of the following tables is not appropriate, alternative presentations are acceptable. However reference to the indexing of the issues should be in accordance with the previous sections of the guideline.

Reference: **3.1.1.1**

To address Identification, Purpose and Unit Standards & Specifications of the Programme *(references are given in brackets)*

(Use additional sheets as required)

Name of Programme: *(2.1) (Include identification code)*	
Name of University of Technology: *(2.1)*	
Name of Department: *(2.1)*	
Person responsible for the Qualification:	

Date of Visit:	**Regular**	**Special:** *(State the reasons for a special accreditation & responses to the previous Accreditation)*
Purpose of Accreditation: *(1.4)*		
Confirmation of Visit Time Table:		The Time Table described in Section 3.4 is acceptable
		An alternative Time Table is attached for discussion with the Visit Leader – document …….

Purpose of the Qualification – Purpose Statement: *(2.2)*
Description of Criteria of the Qualification: *(2.3)*

Reference: **3.1.1.1**
To address - 2.3 Criteria, 2.4 Context 2.5 Learning Strategy & 2.6 Assessment

Table 1:   **Summary of Subjects**   *(Print additional sheets as required)*

Semester/Level: _____ *(S1, S1, P1…..)*   **Year of Study:** _____ *(1, 2, …..)*

Subject			Name of Staff	Total Contact Hours per Subject per Semester					Assessment Value		Class/Group Size
Code/ Identification	Name	Credits	Member(s)	Lect	Tut	Lab	Prac	Other	Item	%	
									Class Tests		
									Tutorials		
									Practicals/laboratory		
									Assignments/projects		
									Other		
									Exam		
									Class Tests		
									Tutorials		
									Practicals/laboratory		
									Assignments/projects		
									Other		
									Exam		
									Class Tests		
									Tutorials		
									Practicals/laboratory		
									Assignments/projects		
									Other		
									Exam		

Reference:　**3.1.1.1**
To address 2.3.2 (National Diploma) or 2.3.3 (B. Tech.), 2.4 Context & 2.5 Learning Strategy　　*(Print additional sheets as required)*

Table 2:　**Summary of Underpinning Knowledge**
State the ratio/percentage or credits for each of the components listed below

Year of Study		Mathematics	Basic Science	Engineering Science		Design Synthesis &	Economic, Human & Social Studies	Total
				General	Discipline Specific			For Semester
One	Semester 1							
	Semester 2							
Two	Practical 1							
	Practical 2							
Three	Semester 3							
	Semester 4							
Four	B Tech							
Total for Qualification:								

Semester – Academic (at University of Technology)
Practical – Experiential Learning

Reference: **3.1.1.1**
                 To address 2.6.2 Selection Criteria
Table 3:   **Summary of Selection Criteria used**

This table is to be prepared form data from the latest intake to the programme. Should this not be representative of what typically occurs or what is expected in the next five years include an example of a typical intake. The source/basis/criteria – reference documentation for this information should be indicated below the table.

(Add rows as required)

Category	Selection Criteria	Number Admitted
From School		
University of Technology Transfers		
Further Education and Training (FET) College Transfers		
Mature Students		
Foreign Students		
Other Categories		
	Total	

Notes:

_____

_____

_____

Reference: **3.1.1.1**
To address: 2.5   Results – this also indicates the effectiveness of the learning strategy

Table 4a: Results: Enrolment and Qualifications - National Diploma: Engineering

Four years preceding Accreditation Visit		Year		Year		Year		Year	
	Level	First Semester	Second Semester	First Semester	Second Semester	First Semester	Second Semester	First Semester	Second Semester
Enrolment	Semester 1								
	Semester 2								
	Practical 1								
	Practical 2								
	Semester 3								
	Semester 4								
National Diplomas Awarded	Total								
	Cum Laude								

Reference: 3.1.1.1

To address: 2.5   Results – this also indicates the effectiveness of the learning strategy

Table 4b: Results: Enrolment and Qualifications – B. Tech: Engineering

Four years preceding Accreditation Visit		Year		Year		Year		Year	
	Level	First Semester	Second Semester	First Semester	Second Semester	First Semester	Second Semester	First Semester	Second Semester
Enrolment	Semester 1								
	Semester 2								
	Total								
B. Tech. Degrees Awarded	Total								
	Cum Laude								

Reference: **3.1.1.1**
To address: 2.5   Resources Influencing Effectiveness - Staff

Table 5:   **Staff Summary**

Name & Initials	Position Show if Full Time – FT Show if Sabbatical Leave – ST Show if Part Time - PT			Experience in Years		Publications and Papers	
		Qualifications	Prof.Reg.No.	Academic	Industrial	Journal	Conference

* Projects, publications and papers over last five years.

Reference: **3.1.1.1**
To address: 2   Resources Influencing Effectiveness – Facilities & Equipment

Table 6:   Resources Summary

Type of Facility	Description		Application (Indicate subject and learning activity)	Time used by a Student (Give a range of time if necessary)
Laboratory				
Library/media center				
Computer				
Industrial Visit				
Experiential Training Venue	P1 Industrial Based □ University of Technology Based □	P2 Industrial Based □ University of Technology Based □		
Other				

Note: Details of past, current and planned funding of resources must be available for discussion with the person responsible for the qualification during the visit.

BTech Project	Industrial Based □ University of Technology Based □

Reference: 3.1.1.1
> To address: 2.6   Assessment

Table 7:   Assessment Procedures

Application – Subject (All subjects to be included)	Title/Reference Number of Document describing the Assessment Procedure(s) used (Continuous evaluation, open and closed book exams)

Reference: **3.1.1.1**
To address: 2.4   Context   **Revision Date:** _____(
              2.5.7   Experiential Training
              2.6   Assessment

Table 8:   Experiential Training Assessors   *Add rows as required*

Name of Evaluator	Organisation/ Employer of Mentor/ Evaluator	Category of Registration	ECSA Registration Number	Alternative Evaluation of Competency of Mentor/Evaluator			
(Since previous visit)				**Person/Committee Accepting proof**	**Date of Acceptance**	**Location of Documents used to show Competence**	**Numbers of Learners mentored/evaluated & Year when this took place**

Reference: **3.1.1.1**
To address: 1 Policy Significant Change & 2.7 Development of the Qualification

Table 9:   **Summary of Developments since Last Accreditation** *(List all the issues that have influenced the outcomes of the qualification since the last Accreditation Visit)*

	Description of Change	Date of Change	Reason for Change	ECSA Notification
Specification/Content				
Staff				
Facility				
Other				

Additional information that the University of Technology wishes to inform the Assessors of prior to the Visit.