

***APPENDIX E***

***TEMPLATE FOR  
PROGRAMME REPORT***

# Programme Report

## A- Basic Information

၁- Programme Title:

၂- Programme Type:    Single        Double        Multiple

၃-Department(s):

၄- Co-ordinator:

၅- External evaluator:

၆- Year of operation

## B- Statistic

၁- No. of students starting the programme.

၂- Ratio of students attending the programme this year to those of last year

၃- No. and percentage of students passing in each year/Level/Semester

၄- No. of students completing the programme and as a percentage of those who started

၅- Grading: No. and percentage in each grade

၆- First destinations of graduates

### Give percentages of the graduating cohort who have

- i. Proceeded to appropriate employment
- ii. Proceeded to other employment
- iii. Undertaken postgraduate study
- iv. Engaged in other types of activity
- v. Unknown first destination

## Academic Standards

### ١- Achievement of programme intended learning outcomes

Course	Programme ILOs ( By No. )			
	K, U *	IS **	P.S ***	G.T.S ****

- \* Knowledge and Understanding
- \*\* Intellectual Skills
- \*\*\* Professional and Practical Skills
- \*\*\*\* General and Transferable Skills

**Commentary** (quoting evaluations from external evaluator and other stakeholders)

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### ٢. Achievement of programme aims

**Commentary**(quoting evaluations from external evaluator and other stakeholders)

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### ٣. Assessment methods

**Commentary**(quoting evaluations from external evaluator and other stakeholders)

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### ٤. Student achievement

**Commentary** (quoting statistics from Section B and evaluations from external evaluator and other stakeholders)

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## **Quality of Learning Opportunities**

### **e. Quality of teaching and learning**

Commentary on the quality of teaching and learning (quoting evaluations by stakeholders including students)

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### **f. Effectiveness of student support systems**

Commentary on both academic and pastoral/personal support for all students

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### **g. Learning resources**

#### **a. No. and ratio of faculty members and their assistants to students**

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#### **b. Matching of faculty member's specialization to programme needs.**

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#### **c. Availability and adequacy of programme handbook**

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#### **d. Adequacy of library facilities.**

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#### **e. Adequacy of laboratories**

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#### **f. Adequacy of computer facilities**

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#### **g. Adequacy of field/practical training resources**

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**h. Adequacy of any other programme needs**  
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**Λ. Quality management**

**a. Availability of regular evaluation and revision system for the programme**  
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**b. Effectiveness of the system**  
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**c. Effectiveness of Faculty and University laws and regulations for progression and completion**  
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**d. Effectiveness of programme external evaluation system:**

**i- External evaluators**  
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**ii- Students**  
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**iii- Other stakeholders**  
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**e. Faculty response to student and external evaluations**  
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**ϑ. Proposals for programme development**

**a. Programme structure (units/credit-hours)**  
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**b. Courses, deletions and additions and modifications**  
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**c. Staff development requirements**  
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**10. Progress of previous year's action plan**

<b>Action Identified</b>	<b>Person Responsible</b>	<b>Progress of action, state if completed</b>	<b>and any reasons for non-completion</b>
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**11. Action plan**

<b>Action required</b>	<b>Person Responsible</b>	<b>Completion Date</b>
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**Annex**

**Attach all course reports as annexes**