

# Clustered Reviews:

## Criteria for Clustering, Preparation of SER

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# Criteria for Clustering

## Criteria for Clustering

Applicable to all programmes of study to be reviewed in **2020**, i.e., those offered by **Faculties of Science, Applied Sciences, Computing, Information Technology, Engineering, Architecture and Geomatics**.

## Criteria for Clustering - Guidelines

Where a faculty offers more than one qualification at undergraduate level, or more than one specialization within a given qualification, the faculty may opt to ask for one or more clustered review(s), provided the faculty is able to demonstrate that more than 60% of the standards in the Programme Review manual are common to the cluster.

## Criteria for Clustering - Guidelines

The faculty may choose to submit a SER that clearly distinguishes standards common to all programmes/specializations in the cluster from those that are specific to individual programmes, and also identifies the level of internalization of such standards in each named programme/specialization.

The cluster may consist of programmes with different windows of intake in the admissions process, and/or different SLQF levels in award of the qualification, but at least 60% of the standards must be demonstrated to be common to all programmes / specializations in the cluster.

# Programme Review Standards

No.	Criterion	Number of Standards
Criterion 1	Programme Management	27
Criterion 2	Human and Physical Resources	12
Criterion 3	Programme Design and Development	24
Criterion 4	Course/ Module Design and Development	19
Criterion 5	Teaching and Learning	19
Criterion 6	Learning Environment, Student Support and Progression	24
Criterion 7	Student Assessment and Awards	17
Criterion 8	Innovative and Healthy Practices	14

# Programme Review Standards – My Observation

No.	Criterion	Program Specific Standards
Criterion 1	Programme Management (27)	-
Criterion 2	Human and Physical Resources (12)	-
Criterion 3	Programme Design and Development (24)	3.12, 3.13, 3.14, 3.18, 3.19, 3.23
Criterion 4	Course/ Module Design and Development (19)	4.1, 4.2, 4.5, 4.6, 4.9, 4.13, 4.19
Criterion 5	Teaching and Learning (19)	5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.12, 5.13, 5.14, 5.17, 5.18
Criterion 6	Learning Environment, Student Support and Progression (24)	6.12, 6.13, 6.17, 6.19, 6.22, 6.24
Criterion 7	Student Assessment and Awards (17)	-
Criterion 8	Innovative and Healthy Practices (14)	8.2, 8.3, 8.7, 8.8, 8.9, 8.11

## Programme Review Standards – My Observation

It is possible that up to **119 standards** out of **156 (76%)** are **common to all study programs** offered by a faculty



# Preparation of Self-Evaluation Report

# Preparation of Self-Evaluation Report

## Scope of the Self-Evaluation Report (SER)

The SER must reflect the following aspects pertaining to the particular programme of study:

1. Degree of internalization of best practices and level of achievement of Standards
2. Degree to which the claims are supported by documented evidence
3. Accuracy of the data and statements made in the SER

# Recommended Format for the **Self-Evaluation Report**

	<b>Standard</b>	<b>Claim of the degree of internalization of Best Practices and level of achievement of Standards</b>	<b>Documentary Evidence to Support the Claim</b>	<b>Code No. of the Document</b>
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# Recommended Format for the **Self-Evaluation Report**

1. Degree of internalization of best practices and level of achievement of Standards



2. Degree to which the claims are supported by documented evidence



	Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Document
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3. Accuracy of the data and statements made in the SER

# Template for the Self-Evaluation Report

Criterion No.			
Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
<i>Mention the standard and its number as stated in the first column of the Tables in Section 3.2 of the Manual, pp. 35-78).</i>	<i>Describe degree of internalization of Best Practices and level of achievement of Standards (Compliance with the 08 Criteria mentioned in the second column of the Tables in Section 3.2 of the Manual, pp. 35-78).</i>	<i>(Mention the titles of all documents that you will produce for the Review Team to substantiate the claims you have mentioned in Column 2. Examples of Evidence are mentioned in the third Column of the Tables in Section 3.2 of the Manual, pp. 35-78).</i>	<i>(Mention the code No. you have given to each document mentioned in the third Column of this Table.</i>

# **Preparation of Self-Evaluation Report - Guidelines**

Study programmes are expected to prepare the SER according to the following structure with four sections;

**Section 1. Introduction to the study programme**

**Section 2. Process of preparing the SER**

**Section 3. Compliance with the Criteria and Standards**

**Section 4. Summary**

# **Preparation of Self-Evaluation Report for Clustered Reviews**

## **Proposed Format**

### **Section 3. Compliance with the Criteria and Standards**

#### **Part I – Common Standards**

#### **Part II – Programme Specific Standards**

**Study Programme 1**

**Study Programme 2**

**⋮**

**Study Programme  $n$**

## Section 3: Part I – Common Standards

Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Document
4.3	Honours degree with 120 credits as prescribed in the SLQF level 6.	SLQF; Curriculum;	DA/03.1/PR/2; DA/ST/01.1/SD1;
4.4	Programme structure, such as semester divisions, core and elective units and credit systems are approved by the Faculty and Senate.	Faculty Board minutes; Senate minutes; Student Handbook; Curriculum;	S/ 351 FB/197 DA/01.1/S16; DA/ST/01.1/SD1;
4.5	Programme Specific	-	-
4.6	Programme Specific	-	-
4.7	Courses have clear course specifications;	Curriculum;	DA/ST/01.1/SD1;



## Section 3: Part II – Programme Specific Standards – Study Programme 1

Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Document
4.1	Course design by staff members, Evaluated by external subject experts	Evaluation report by experts	ASN/PR/01
4.2	<u>Need to revise the syllabus</u>	Request by Dean/Arts	ASN/PR/02
4.5	Based on course outcomes.	Copy of syllabus Related ASN/PR/11 & ASN/PR/12	<u>ASN/PR/05</u>
4.6	Try to reach that aim	Copy of that ASN/PR/05	ASN/PR/06
4.9	<u>Course design by all criteria's</u> <u>Course design by all criteria's</u>	<u>Copy of detail syllabus &amp; teaching guide.</u>	<u>ASN/PR/09</u>

# **Grading of Overall Performance of a Study Programme within the Cluster**

## Standards – My Observation

No.	Number of <b>Common Standards</b>	<b>Number of Program Specific Standards</b>
Criterion 1	<b>27</b>	<b>-</b>
Criterion 2	<b>12</b>	<b>-</b>
Criterion 3	<b>18</b>	<b>6</b>
Criterion 4	<b>12</b>	<b>7</b>
Criterion 5	<b>7</b>	<b>12</b>
Criterion 6	<b>18</b>	<b>6</b>
Criterion 7	<b>17</b>	<b>-</b>
Criterion 8	<b>8</b>	<b>6</b>

# Grading of a Study Programme within the Cluster

	Weightage on a thousand scale	Actual criteria-wise score	
		Study Programme 1	Study Programme 2
Criterion 1	150	127.5	127.5
Criterion 2	100	85	85
Criterion 3	150	127.5	125
Criterion 4	150	127.5	105.2
Criterion 5	150	127.5	86.8
Criterion 6	100	85	83.3
Criterion 7	150	127.5	127.5
Criterion 8	50	42.5	35.7
Total	1000	850	776
%		85	78
Grade		<b>A</b>	<b>B</b>

A POSSIBLE EXAMPLE

**Thank You**