

GTEC/MUG GUIDE 2026**CHECKLIST FOR THE INTERNAL APPROVAL AND ACCREDITATION
OF PROGRAMMES**

		RESPONSE			EVIDENCE	ATTACHED	
SN	ACTIVITY	YES	NO	N/A	What is required	YES	NO
1	Has the document been reviewed to ensure compliance to i. Current GTEC format? ii. MUG Course Code Format? iii. Semester credits ranging between 15 to 24 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?				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 Quality Assurance and Planning Committee				Cover letter/email of approval by QAPC 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 Board?				Extract/approval from Faculty Board		
8	Has the document been reviewed and approved by the Academic Board?				Attached Approval from Academic Board		
9	Is the document for a postgraduate programme?				If YES, attach SGS Board Approval		
10	Has the QA reviewed the checklist?				If YES, submit final document with all applicable evidence to QA		

NB: Please ensure that all applicable Responses have been answered YES and all necessary evidence attached before Submission to QA

Name**Signature****Date**

Dean _____

HOD _____

QAPC Chairperson _____