

GTEC/MUG GUIDE FOR ACCREDITATION OF NEW AND EXISTING PROGRAMMES

SECTION A: NEW PROGRAMMES (ACCREDITATION)

No.	Guidelines	Requirements	Notes
1	Name of Institution		• Methodist University Ghana, Dansoman • Methodist University Ghana, Tema • Methodist University Ghana, Wenchi <i>(select your option)</i>
2	Programme Title		• State the title of the programme for which re-accreditation/accreditation is being sought (e.g. BSc Computer Science)
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 Art (MA)
4	Name of the Mentoring Institution to which programme is affiliated (where applicable)		• Not applicable to MUG 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 MUG programmes)

6	Support	A statement indicating that the proposed programme has the support of the following: - the relevant Board of the institution - the mentoring institution (in the case of mentored institutions) - the National Board for Professional and Technician Examinations (GTEC PTEX) (in the case of Higher National Diploma programmes by Polytechnics) - 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 - Non-applicable
---	----------------	--	---

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: - Students' admission - Progression - 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). <i>Refer to the MUG Guidelines for Course Codes, Names & Credits Hours</i>
		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.	Methodist University Ghana.

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) - Attach list of publications and technical reports of staff - 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: - Technical Assistance; - Overseas training; - Local training; - 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 MUG 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. • <i>Refer to the MUG Policy on Disability, Equality and Diversity (if any).</i>
		iv. Safety measures	• State the safety measures/precautions put in place in the classroom, laboratories, studios, workshops, etc, to prevent accidents. • <i>Refer to MUG Health and Safety Policy.</i>

		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 Librarian for inputs and preparation towards GTEC panel visit.
--	--	---	--

17	Student Learning Outcomes	Please state/list the student learning outcomes for the programme (<i>i.e. the set of knowledge and skills a graduate of the programme should have</i>)	Indicate as requested.
18	Sources of Funding for the Programme	Please specify and state the amount involved in the following: - External sources - Internal (specify and state amount) - 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 Director of finance 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

[illegible]

--	--	--	--	--	--	--	--	--	--

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		Methodist University Ghana.
2	Programme Title		State the title of the programme for which re-accreditation is being sought (e.g. BSc Computer Science)
3	Level of Programme	(e.g. Dip., BSc, BA, MA, MFA, MPhil, PhD)	Indicate the level of the programme. e.g. Master of Art (MA)
4	Date of 1 st Accreditation by GTEC, Ghana		State the actual date the programme was first accredited by GTEC (e.g. 4th June, 2012). <i>Refer to GTEC Accreditation Certificate.</i>
5	Date of Last Accreditation by GTEC, Ghana		State the last date the programme was re-accredited by GTEC (e.g. 7th August, 2015). <i>NB: 3 years for first re- accreditation and 5 years for subsequent ones.</i> <i>Reference should be made to GTEC Reaccreditation Certificate.</i>
6	Name of Mentoring Institution to which programme is affiliated		- Not applicable to MUG 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 MUG 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. 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 Economics b. Dr XYZ (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. MURE 101)
		(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 MUG 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 CGPA 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, exhibition of practical studio works, and thesis/project reports and defence.
		b) Mode of certification	State the mode of certification for the programme. <i>Make reference to the Student and Graduate Hand Books.</i>
		c) The certificate awarding institution	State the institution that will award the certificate upon graduation. (e.g. MUG)
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 MUG 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 MUG 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 Librarian 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 Director of Finance 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 Director of Finance 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: - Technical assistance. - Overseas training. - Local training. - Mentoring. - 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 MUG policies such as Mentorship, Staff Development, Study leave, Sabbatical leave, Conferences and Leave of Absence.

		staff development programme. f. Acquisition of special skills	
21	Employment Prospects of Graduates	a) List sectors of the economy that 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. <i>Refer to the University's general entry requirements for undergraduate and graduate admissions, Faculty and Department brochures (where applicable).</i>
23	Student Enrolment	Provide data on student enrolments for all levels/years of the programme for the current and past two (2) years. <i>Use Table 3 of GTEC/INFO. A. 6 page 6.</i>	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. <i>Refer to Table 4 of GTEC/INFO. A. 6 page 7 as a guide for this.</i>
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 (<i>One credit hour is</i>	Ppresent the actual students work load making reference to the <i>MUG Guidelines for Course Codes, Names & Credits Hours</i>

		<u><i>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).</i></u>	
26	Graduate output to date	Provide data on graduate output in the past three years of the programme. <i>GTEC/INFO. A. 6, Tables 5 and 6, page 7.</i>	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 recommendations from the last accreditation exercise on the programme and outline 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 with responses 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

[illegible]

--	--	--	--	--	--	--	--	--	--

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	Femal e	Tota l	Male	Fem ale	Tota l	Male	Fem ale	Total
Level 100									
Level 200									
Level 300									
Level 400									
Level 500									
Level 600									
Level 700									
Grand Total									

Table 4: Staff/Student Ratio

	TOTAL NO. OF TEACHING STAFF	TOTAL NO. OF STUDENTS	STAFF/STUDEN
--	--------------------------------	--------------------------	--------------

UNIT	FULL-TIME (FT)	PART-TIME (PT)	FULL-TIME (FT)	PART-TIME (PT)	T RATIO (SSR)= <u>(Total # of Students</u> FT staff + *FTE staff)

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			