

**NAB/INFO.A.3**

**INFORMATION FOR ACCREDITATION  
APPLICATION FOR A NEW  
PROGRAMME**

## **NAB/INFO. A.3 (NEW)**

### **INFORMATION FOR PROGRAMME ACCREDITATION** **(NEW PROGRAMME)**

Please provide the following information in respect of the programme:

- 1) **Name of Institution:**
- 2) **Programme Title:**
- 3) **Level of programme (e.g Dip., HND, B-Tech, BA, BSc, MA, MSc, MPhil, PhD):**
- 4) **Name of the Mentoring Institution to which programme is affiliated(where applicable):**
- 5) **Proof of programme affiliation to the Mentoring Institution:**
- 6) **Support:**

A statement indicating that the proposed programme has the support of the following:

  - a. the relevant Board of the institution
  - b. the mentoring institution (in the case of mentored institutions)
  - c. the National Board for Professional and Technician Examinations(NABPTEX)(in the case of Higher National Diploma programmes by Polytechnics)
  - d. and approval for funding by the National Council for Tertiary Education (NCTE)( in the case of public institutions)
- 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.
- 8) **Students' admission, progression and graduation:**

Clearly state the policies on minimum qualifications for admission into the programme, retention and graduation.
- 9) **Employment:**

List the areas in which the students are likely to be employed
- 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

**11) Components of the programme:**

Provide details of the curriculum and mode of delivery to include the following:

- a. Required(core) course(s)
- b. Elective course(s)
- c. Research component
- d. Practical training, industrial attachment, internship, clinical experience, etc.
- e. Semester-by-semester structure/schedule of course, showing the credit value of each course

**12) Course Description:**

Provide short description of the content of the courses in the programme to include:

- a. Objective
- b. Content
- c. mode of delivery
- d. reading material

**13) Assessment of students' performance and achievements:**

- a. Regulations on students' assessment, performance and achievements should be clearly defined and there should be evidence of students' awareness of the regulations.
- b. Mode of certification: Please, state name of awarding institution.

**14) Staffing:**

- a. Provide information on staffing for the programme in the table 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):

Staff Category	Name of staff	Sex M/F	Status Full time/ Part time	Rank	Qualifications (starting from highest indicating title of programme. Institution of award, year of award and place)	Area of specialization	Courses taught and Course Codes	Credit hours / Workload	Teaching experience
Teaching staff									
Technical staff	<i>Technologists:</i>								
	<i>Technicians:</i>								
Administrative staff									
Support staff									

NB: 1. Attach list of publications and technical reports of staff

2. High order ranks should be filled first

- b. Details of staff development plan (if any) including but not limited to the following:
  - i. Technical Assistance;
  - ii. Overseas training;
  - iii. Local training;
  - iv. Mentoring.

**15) Student Enrolment:**

Projected student enrolments for the next four (4) years in the Table below:

<b>Academic Year</b>	Year 1	Year 2	Year 3	Year 4
Male				
Female				
Total				

**16) Resources:**

- a. Physical Resources:

Provide details of the available physical facilities including the following:

- i. classrooms, laboratories/demonstration rooms, studios and farms workshops and their respective capacities (as applicable);
- ii. Pieces of equipment, instruments and tools;
- iii. Provisions made for the physically challenged;
- iv. Safety facilities provided.

- b. Sources of information (e.g Library) and other relevant resources.

**17) Student Learning Outcomes**

Please state/list the student learning outcomes for the programme (*i.e. the set of knowledge and skills a graduate of the programme should have*)

**18) Sources of Funding for the Programme:**

Please specify and state the amount involved in the following:

- a. External sources
- b. Internal (specify and state amount)
- c. Tuition fees (in Ghana Cedis) if applicable

**19) Linkages:**

Linkages with other organisations/institutions (national/international) for academic or other forms of support