**<u>NATIONAL ACCREDITATION BOARD (NAB), GHANA</u>**

**<u>NAB/INFO.A.7</u>**

**<u>INFORMATION FOR DISTANCE LEARNING PROGRAMME ACCREDITATION</u>**

**<u>PREAMBLE</u>**

This questionnaire is designed for existing institutions introducing Distance Learning (DL) as addition to their regular programmes and applying a dual mode delivery approach to the DL programme which provides an opportunity for the student on the programme to have some minimum physical contact with instructors.

Please provide the following information in respect of the DL programme:

**<u>SECTION A:</u> INSTITUTION'S DETAILS**

**1.0 <u>Particulars of Institution</u>**

    1.1    <u>Background</u>

        a. Name of Institution……………………………………………

        b. Date of establishment……………………………………….

    1.2    Tenancy Agreement (where applicable)
           Provide evidence of tenancy agreement

    1.3    <u>Relation to Regular Programmes</u>

        a. Is the proposed Distance Learning (DL) programme related to any of the regular programmes? Yes/No
        b. If yes, indicate which one:

**2.0       DL Policy Document**

    2.1 Does a policy document of the DL Programme exist? Yes/No

    2.2 If yes, provide a copy.

**3.0       Academic and Administrative Leadership for the DL Programme**

An institution is to maintain a core group of highly competent (qualified) academic and administrative staff with an appreciable length of experience in their chosen professions and in the DL Unit to provide the right leadership and direction to the programme.

3.1 Indicate whether the DL programme is placed in the academic structure of the Institution.

3.2 <u>Headship of the DL Unit</u>

Provide information on the following:

    a.   Academic qualifications of the Head of the DL programme;

    b.   The responsibilities of the Head; and

    c.   Status of the Head of the DL Centre within the institution.

## <u>SECTION B:</u> THE DL PROGRAMME

4.0        **<u>Distance Learning Programme Details</u>**

Please provide the following information in respect of the DL programme:

4.1  Programme Title:

4.2  Level of programme (e.g Dip.,HND, B-Tech, BA, BSc, MA, Msc, Mphil, PhD):

4.3  State the Aims and Objectives of the DL Programme:

4.4 What is the expected period for the completion of the DL Programme?

4.5  How long does it take to complete the programme under the traditional instructional mode?

4.6 <u>Entry requirements for admission of students:</u>
a.   State entry requirements into the DL programme
b.   How different are these entry requirements from those for the related regular programme (where applicable) ?
c.   Indicate if the DL programme allows for multiple entry points during the academic year and how that is managed;

5.0 **<u>Components of the programme</u>**
Provide the following:
    5.1  Are the courses of the DL programme different from those of the regular programme? Yes/No
    5.2  If yes, provide information on how different they are.
    5.3  Structure of the programme (schedule/structure of the courses, showing the credit value of each course per module).

6.0  **<u>Requirements for graduation</u>**
Provide information on the following requirements for graduation if different from that of the regular programme:
    a.  Course Requirements;
    b.  Credit Requirements;
    c.  Any additional requirements for graduation

7.0  **<u>Staffing</u>**
    7.1  Provide information on staffing for the DL programme in table 1 below:

**Table 1: Staff Details**

| Staff Category | Name of staff | DL Centre Assigned | Sex | Highest Qualification/Year Obtained and Place | Rank/Year of Teaching experience in DL delivery | Area of specialization | Courses/Modules taught | Workload (expresses in hours per week per teacher) |
|---|---|---|---|---|---|---|---|---|
| Teaching staff at the Operational Headquarters | | | | | | | | |
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| Facilitators/Tutors at the Study Centre | | | | | | | | |
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| Academic Support Staff | | | | | | | | |
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| Administr-ative Staff | | | | | | | | |
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| Other Support Staff | | | | | | | | |
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NB: 1. Higher order ranks should be filled first

    2. Attach list of publications and technical reports of staff (where applicable)

7.2 Indicate additional staff requirement for the programme ( if any).

## 8.0 **Staff Development**
Provide information on proposed staff development in DL to improve competence of staff including but not limited to the following:
   a. Technical assistance;
   b. Overseas training;
   c. Local training;
   d. Mentoring;
   e. Funding plan for the execution of the above ( a, b, c, d) staff development programme;
   f. Acquisition of special skills

## 9.0 **Student Enrolment**

Provide data on the total projected student enrolment for the next three (3) years in table 2 below

**Table 2: Projected total Enrolment for the DL Programme**

|  | Coming Year (20__) | | | Next 2 Years | | | Next 3 Years | | |
|---|---|---|---|---|---|---|---|---|---|
| # | Male | Female | Total | Male | Female | Total | Male | Female | Total |
|  |  |  |  |  |  |  |  |  |  |

## 10.0 **Data on Staff/Student Ratio (SSR)**
Please provide current data on staff and students for the DL Programme (if new programme, these should be projected figures):

**Table 3: Staff/Student Ratio**

| TOTAL NO. OF DL TEACHING STAFF AT THE BASE(HEADQUATERS) | TOTAL NO. OF STUDENTS ON THE PROGRAMME | STAFF/STUDENT RATIO (SSR)= (Total # of Staff Total # of student) |
|---|---|---|
|  |  |  |
|  |  |  |

**Table 4: Facilitator/Student Ratio**

| DL PROGRAMME CENTRE | TOTAL NUMBER OF FACILITATORS | TOTAL NO. OF STUDENTS AT THE CENTRE | FACILITATORS/STUDENT RATIO (FSR)= (Total # of Facilitators Total # of Students |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |

**SECTION C:** **DEVELOPMENT OF LEARNING MATERIALS AND MODE OF DELIVERY**

**1.0 Course Modules**
    a. How are course modules developed?
    b. Do the course modules contain self-assessment questions?
    c. How are the course modules packaged for use by students?
    d. How do you make the modules available and accessible to students?
    e. How often are the modules developed?
    f. In addition to lecturers in the subject area, which other lecturers/ professionals are engaged in developing the modules?

**2.0 Process and Technology**

    a. What delivery mode is used for the programme?
    b. What technology is currently used for the delivery?
    c. What provision is in place for the effective use of the technology?
    d. What are the strengths of the technology?
    e. What are the weaknesses of the technology?
    f. What technology is anticipated in the future?

**SECTION D: ASSESSMENT AND CERTIFICATION**

**1.0**     **Assessment Methods**

    State the methods for student assessment (e.g Continuous Assessment; End of Module Assessment; Quizzes; Long Essays etc)

**2.0**     **Conduct of Examinations**
    a. Are examination questions moderated?
    b. How do the questions compare to those of the regular programme? (where applicable)
    c. How do you ensure parity of esteem with graduates from the regular programme?
    d. How is the integrity of examination assured with respect to:
        i. Security
        ii. Conduct of examinations
        iii. Impersonation
        iv. Invigilation

**3.0**     **Assessment Regulations**
    Provide details of regulations governing:
    a. Students' performance and achievement
    b. Certification of students

**4.0**     **Learning outcomes**

    a. How are the learning outcomes assessed?

    b. How do you assess skill-outcomes for skill-based DL programme?

**SECTION E: SUPPORT**

**1.0 <u>Facilities</u>**

    a. <u>Physical Facilities</u> *(NB: to be completed separately for each Study Centre where multiple Study Centres are involved):*

    Provide details of physical facilities in place including the following:

      i. Available room spaces (where applicable), teaching staff/facilitators' offices, laboratories/demonstration rooms, studios, farms and workshops and their respective capacities (where applicable);

      ii. Number of available pieces of functional equipment, instruments and tools (where applicable)

      iii. Provisions made for the physically challenged ;

      iv. Safety measures;

      v. For practical and skill-based DL programme, please indicate how students access the appropriate physical facilities and materials;

      vi. Proof of agreement with a local institution to allow students the use of their facilities for practical work;

    b. <u>Library and other sources of information:</u>
Indicate how students and staff on the DL programme have access to relevant information resources.

    c. <u>Financial Resources:</u>
Please provide the following information on the programme's finances:

      i. Level of fees (in Ghana Cedis) per student

      ii. Percentage of total fees that is chanelled into the programme

**2.0 <u>Student Support Services</u>**

What avenues are available to DL students to obtain support relating to the following:

    i. Enquiries

    ii. Registration

    iii. Payment terms and procedures;

    iv. Refunds(where applicable);

    v. Orientation;

    vi. Course delivery;

    vii. Technology application/system difficulty/failure support;

    viii. Guidance and counseling including dealing with problems of learners during the course of study;

    ix. Access to material(s);

    x. Conflict resolution;

    xi. Access to transcript and results details.