በኢፌዴሪ የትምህርትና ስልጠና ባለሥልጣን

FDRE Education and Training Authority
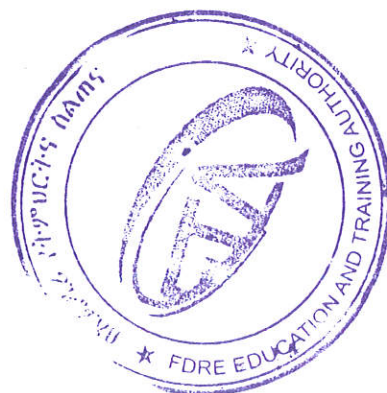
Higher Education Data Collection Tool for Institutional Accreditation
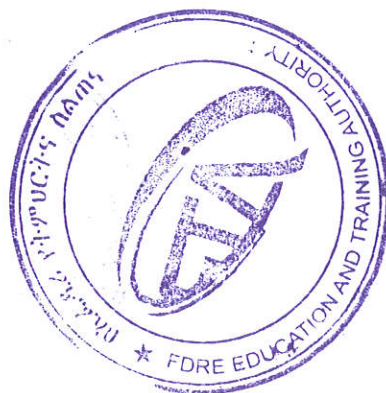
May, 2023

Addis Ababa, Ethiopia

1

3

INTRODUCTION

Data collection tool (DCT) is an instrument used to collect and analyze quantitative and/or qualitative data that demonstrate the compliance of higher education institutions with accreditation standards. With this tool, the institution assesses its performance and achievement against the pre-defined standards and indicators which are set for institutional accreditation.

This instrument has a narrative response and supportive document for each of the indicators that the institution needs to provide. Narrative response is a written comment that the institutions are required to state/describe for each of the indicators whereas supportive documents are various forms such as letters, minutes, portfolios, certificates, guidelines, procedures, audio-videos or other written documents that the HEIs are required to state/list for each of the indicators. The written document or the evidence listed/stated needs to support and verify the narrative response.

Thus, the institution seeking accreditation need to prepare a DCT report using this instrument. And this document is considered as one of the requirements needed to apply for institutional accreditation.

Narrative response

a) Discuss the alignment of the institution's vision and mission with the national priorities and context, and global developments.

Supportive documentation

a) Minute
b) National plan of the country's education sector
c) Plan and directives of MOE
d) Minutes, photos, videos and News
e) Interviews
f) Focus group discussion

1.1.4 The HEI has vision and mission accepted and widely understood by its governing bodies, administration, faculty, staff, students, service providers and key stakeholders.

Narrative response

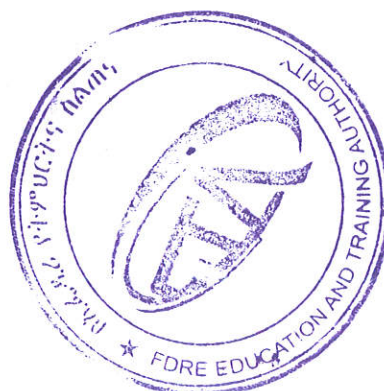a) Discuss to what extent the vision and mission of the HEI communicated within the HEI's community and stakeholders.

Supportive document

a) Academic Staff handbook
b) Student handbook
c) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the extent to which the vision and mission were accepted and clearly understood by key stakeholders

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

1.2. Governance

1.2.1. The HEI has an effective governance system in place that is in line with its mission and strategy.

e) recorded documents

1.2.4. The HEI regularly evaluates procedures and practices for qualified academic leadership appointment and accordingly appoints, encourages and evaluates academic officers.

Narrative response

a) How often does the institution evaluate the procedure and practice of academic leadership appointment

b) How does the institution implement academic leadership policies consistently and effectively?

Supportive documentation

a) Appointment and promotion policy

b) Minute and letters

c) Guidelines for academic leadership appointment

d) Employee satisfaction survey

e) Legislation

f) HR policies and guidelines

1.2.5 The HEI plays a basic policy-making role and oversees the academic, research and financial affairs to ensure integrity and reputation of the institution.

Narrative response

a) Describe a policy-making role in which the institution has taken part so far

b) Discuss the initiatives being undertaken by the institution to oversee the academic, research and financial affairs that can ensure its integrity and reputation.
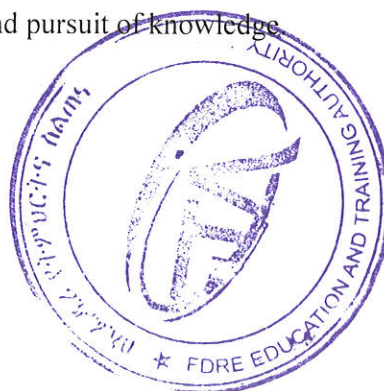
Supportive documentation

a) Performance report

b) Certificates awarded

1.2.6 The HEI ensures academic or scholar autonomy and freedom for its staff and students in the areas of their expertise and pursuit of knowledge.

Narrative response

a) Does HEI have policy statement for academic or scholar autonomy and freedom?

b) Discuss how the does the HEI ensure academic freedom of staff and student in the areas of their expertise and pursuit of knowledge.

Narrative response

a) Discuss how the HEI continually maintains budget adequacy

b) Discuss how and how often the HEI reviews institutional funding, grant activities, including public and self-financing arrangements

Supportive documentation

a) Guidelines and Procedures to maintain budget adequacy and review grant and funding activities
b) Financial plan
c) Budget plan and report

1.2.9 The institution ensures a balanced and transparent budget allocation to the core functions of teaching learning, research, and community engagement.

Narrative response

a) Discuss how the institution ensures that budget allocation is balanced and transparent per core functions of the institution

Supportive documentation

a) Budget plan

b) Guideline for budgeting and financing

c) FGD(focus group discussion) report

d) Minutes

e) Strategic plan

f) Legislation

g) Self-evaluation report

h) The academic guideline

1.2.10 The HEI has a comprehensive strategy, which is derived from the mission, and that supports the HEI in the implementation of its mission setting short, medium and long-term goals and objectives.

Narrative response

a) Discuss how the available strategy is derived from of the mission
b) Discuss how the available strategy is in support of the mission
c) Discuss how the strategy provides direction for the development of HEI by indicating short, medium and long-term goals and objectives.

Supportive documentation

a) Strategic plan

11

1.2.14 The HEI has a system in place for periodic review of its vision, mission and governance structure involving relevant stakeholders.

Narrative response

   a) Describe how and how often the HEI review its vision, mission and governance structure

   b) Discuss how the stakeholders participation in review of the HEI vision, mission and governance structure

Supportive documentation

   a) Minutes/reports

   b) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the system put in place by the HEI for periodic review of its vision, mission and governance structure

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

1.2.15 The HEI has governance principles addressing inclusiveness and diversity through representation of academic staff, students and other stakeholders.

Narrative response

   a) Discuss how the institution in its governance principles, address inclusiveness and diversity among its academic staff, students and other stakeholders.

   b) How does the institution's governance principle promote the representation of academic staff, students and other stakeholders to address inclusiveness and diversity?

Supportive documentation

   a) Policy of diversity and/or inclusiveness

   b) Legislation

   c) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the governance principles of the HEI in addressing inclusiveness and diversity through representation of academic staff, students and other stakeholders.

13

Supportive documentations

a) Course Catalogue describing core contents of the discipline.

List of courses	Course category	Course code	ECTS/Cr Hr	Pre-requisite

b) The current curricula

c) Standard exams

d) Feedback from industries

e) The current curricula of the programs

2.1.3. The HEI has a system in place to ensure the study programs fulfill the requirements of the discipline and incorporates indigenous knowledge; topics of national and international importance, taking into account the appropriate discipline standards and international best practices for the field.
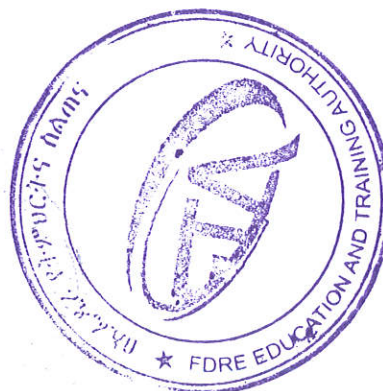
Narrative response

a) Discuss the system put in place by the institution to ensure that the study programs are up to the requirements of the discipline and indigenous knowledge are incorporated into the curriculum

b) Discuss that the curriculum has taken national and international best practices of the study discipline in to account.

c) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with whether the study program fulfill the requirements of the discipline.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

Supportive documentations

a) The Current curricula

b) Curriculum guideline/manual

c) List of courses

15

d) Legislation

e) feedback from program heads

f) Senate decisions minutes

2.2.3. The institution makes information about the study programs available to the public, including provisions about credits, learning outcomes, methodology, admission, registration, progression and completion.

Narrative response

a) Describe the mechanism used to communicate information about the study programs to internal and external stakeholders.

Supportive documentations

a) The current curriculum of the program

b) Brochures,

c) media broadcasts

d) website

2.2.4. The institution plans the study programs in a way that enables it to manage all of the study programs in a way that is harmonious with the academic calendar.

Narrative response

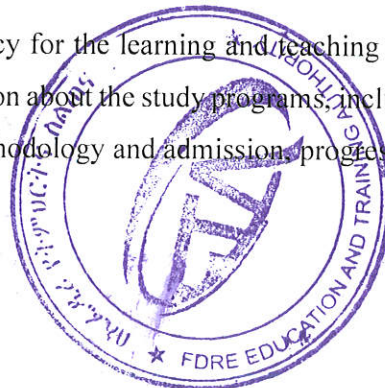a) Describe how the institution plans and manages the study program in harmony with the academic calendar.

Supportive documentations

a) The current academic calendar

b) Sample curriculum

c) Academic calendar

d) Registration slips

e) Examination schedules

3. Standard 3: Learning and Teaching

3.1 Learning and Teaching policy and system

3.1.1. The HEI has a transparent policy for the learning and teaching of the study programs and publicly provides information about the study programs, including provisions about credits, learning outcomes, methodology and admission, progression and completion.

g) Student Satisfaction Survey: Percentages of students who felt satisfied and very satisfied with how their exposure to learning and teaching at the institution contributed positively to their success.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

3.1.3 The HEI ensures that the content, approach, and learning and teaching methods of the curricula are consistent with, and supportive of, their learning outcomes. In addition, it ensures the learning and teaching activities are consistent with the curriculum.
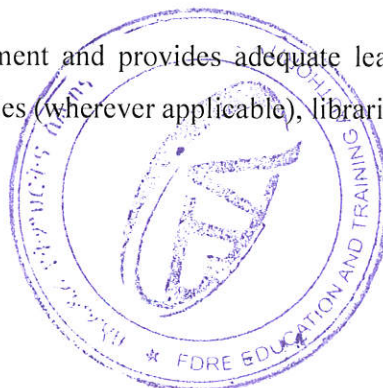
Narrative response

a) Discuss the consistency of the content, approach, and learning and teaching methods in the curriculum

b) Discuss to what extent the content, approach, and learning and teaching methods supports the learning outcomes of the program.

Supportive documentation

a) Learning teaching guideline/manual

b) The current curriculum

c) Students evaluation results

d) Alumni

e) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the content, approach, and learning and teaching methods of the curricula being consistent with, and supportive of, their learning outcomes.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

3.1.4 The HEI provides conducive learning environment and provides adequate learning resources including adequate facilities, laboratories (wherever applicable), libraries, IT

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

3.1.6 The HEI has extracurricular and co-curricular activities that will enrich students' experiences, and foster intellectual, personal, and interpersonal developments.

Narrative response

a) Discuss the extracurricular and co-curricular activities undertaken by the institution so far.

b) Discuss how the extracurricular and co-curricular activities conducted by the institution enrich students' experiences, and foster intellectual, personal, and interpersonal developments.

Supportive documentation

a) The current curriculum

b) extracurricular and co-curricular activity plan

c) minutes

d) Clubs' establishment documents and manuals

e) Profile of club members

f) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the availability of extracurricular and co-curricular activities that will enrich students' experiences.

	Academic year 1		Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied						

3.1.7 The interaction between research and education must be reflected in the curriculum; inform current teaching, and encourage and prepare students for engagement in research, scholarship and development

21

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

3.2 Learning and Teaching monitoring and evaluation

3.2.1 The HEI has system in place for the students to provide feedback on their learning experience, the quality of the teaching and assessments. The results of student feedback are analyzed and results are used to improve teaching and are also presented at appropriate decision-making structures for relevant action.

Narrative response

a) Discuss the mechanisms that students provide feedback for their learning experience.

b) Describe how the institution uses and analyzes results of feedback from students to improve learning teaching and for other relevant decision making.

Supportive documentation

a) Learning teaching guideline/manual

b) Student Satisfaction Survey

c) Minutes

d) Feedback analysis report

e) Students assessment result

f) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the system put in place for the students to provide feedback on their learning experience and the quality of the teaching and assessments.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

3.2.2 The HEI has a system in place for periodic monitoring, assessment and evaluation of the learning teaching approaches for quality improvement and attainment of the learning outcomes.

23

d) Academic rules and guidelines

4.1.2 The HEI enforces a policy against plagiarism and other forms of malpractice.

Narrative response

a) Discuss how the institution process and enforces a policy against plagiarism and other forms of malpractice.

Supportive documentation

a) Assessment policy

b) Code of conduct

c) Academic rules and guidelines

d) Research policy and guidelines

4.1.3 The HEI assessment policies ensure that all programs have well-established internal and external moderation processes in place which are applied to both coursework assessments and examinations.

Narrative response

a) Describe the availability of internal and external moderation process for both coursework assessments and examinations.

b) Discuss the effectiveness of assessment policy in assuring internal and external moderation process.

Supportive documentation

a) Assessment policy

b) Minute on moderation process

4.1.4 The HEI has system in place to ensure the validity, reliability, consistency, and fairness of the student assessment.

Narrative response

a) Describe the availability of a system to ensure the validity, reliability, consistency, and fairness of the student assessment.

b) Discuss to what extent the institution implements the system in place to ensure the validity reliability, consistency, and fairness of the student assessment.

Supportive documentation

a) Assessment policy

b) Report on assessment evaluation

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

4.2 Assessment method

4.2.1 The HEI ensures the use of variety of methods and tools to assess learning outcomes and competencies. Both summative and formative assessments are used in the institution.
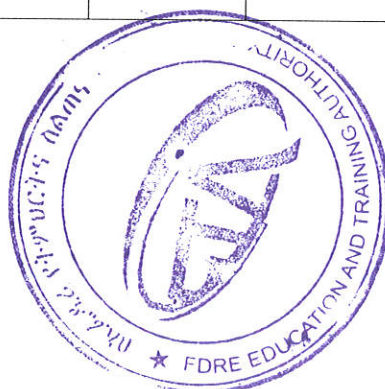
Narrative response

a) List the variety assessment methods that the institution used.

b) Discuss that the institution has put in place both formative and summative assessment to assess the learning outcomes and competencies.

Supportive documentation

a) Assessment policy

b) Sample Examinations (quizzes, tests, mid and final exams)

c) Group work assessments

d) Individual and group assignments

e) Student project assessment reports,

f) Corrected student laboratory reports

g) Corrected student field work reports

h) Student project assessment reports

i) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the institution's use of various methods and tools for assessment.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

27

d) Website links

e) Percentages of students who were satisfied and very satisfied with whether the assessment methods are documented and communicated to students on the commencement of the programs

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

5 Standard 5: Students

5.1 Student admission and selection

5.1.1 The HEI has published student admission and selection policy which has clear criteria and process, and promote diversity including gender mainstreaming and consideration of disadvantaged groups and persons with disabilities and special need. The institution admits students whose capabilities are consistent with these criteria and processes.

Narrative response

a) Describe the availability of student admission and selection policy

b) Discuss the student admission and selection policy has clear criteria and process, and promote diversity

c) Describe the mechanism to communicate student admission and selection policy to the internal and external stakeholders

Supportive documentation

a) Published student admission and selection policy

b) Student Satisfaction Survey

c) Student handbook

d) Website link

e) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the institution's student admission and selection policy.

d) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with mechanism put in place by the institution to check the authenticity of academic credentials submitted for admission.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

5.1.4 The HEI has a written and well-disseminated policy on tuition fees, refunds and other related payments.

Narrative response

a) Discuss the availability of policy on tuition fees, refunds and other related payments.

b) Discuss the mechanism for dissemination of policy on tuition fees.
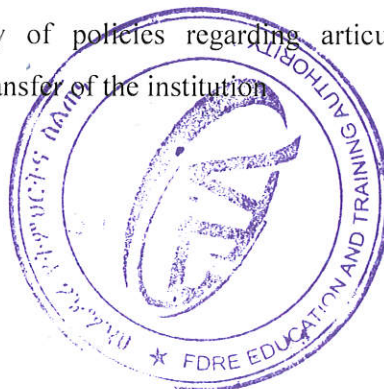
Supportive documentation

a) Tuition fee policy

b) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the institution's policy on tuition fees, refunds and other related payments.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

5.1.5 The HEI has policies, regulations and processes regarding articulation practices, course exemptions, credit transfer, and students exchange to and from other programs/institutions nationally and internationally.

Narrative response

a) Discuss the availability of policies regarding articulation practices, course exemptions and credit transfer of the institution.

31

5.1.7 The HEI has mechanisms in place for assessing the abilities of entering students and the provision of appropriate support.

Narrative response

a) Describe the mechanism that the institution used to identify the abilities of entering students.

b) Discuss the mechanism used by the institution to support the entering students.

Supportive documentation

a) Student support service guide line/manual

b) Student support service plan

c) Sample prepared entrance exam

d) Tutorial classes

e) Facilities for students with disabilities

f) Guidance and counseling (report of cases

g) Academic legislation

h) Testing center and Standard exams

i) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the mechanisms for assessing incoming students' abilities and the provision of appropriate support.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

5.1.8 The HEI regularly reviews the appropriateness of its admission practices in accordance with fraud detection mechanism.

Narrative response

a) Discus the mechanism used by the institution to review its admission policy

b) Discuss how often the institution reviews the admission practice in accordance with fraud detection mechanism

33

b) Minute

c) Physical existence of the clinic

d) Guidance and counseling (report of cases)

e) Medication reports of students

f) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the appropriateness and adequacy of student support services.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

5.2.2 The HEI has designated administrative unit responsible for planning and implementing student support services including academic and career counseling, staffed by individuals who have appropriate experience consistent with their assignments.

Narrative response

a) Discuss the availability of focal person responsible for planning and implementing student support services

b) Discuss the appropriateness of academic carrier and work experience of the student support service officer to run the student support service activities.

Supportive documentation

a) Student service guideline /manual

b) Credentials of student support service officer

c) Student support unit (physical existence)

d) Working structure document of the unit

e) Letter of appointment

f) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the availability of designated administrative unit responsible for planning and implementing student support services.

b) Discuss the opportunities created by the institution that can capacitate student organizations to exercise managerial and leadership experience.

c) Describe the rules and regulations of student union with clear roles and responsibilities outlined in it.

Supportive documentation

a) rules and regulations of the student union
b) Minute
c) Action plan
d) Mentoring report
e) Coaching report
f) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied that students and student organizations such as clubs, student union are facilitated to gain managerial and leadership experience.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

5.2.5 The HEI evaluates student support and counseling service regularly to ensure their adequacy, effectiveness and safety.

Narrative response

a) Describe how and how often student support services are evaluated to ensure adequacy, effectiveness and safety.

Supportive documentation

a) Student Support Guide
b) Minutes/report on evaluation
c) Designated office (physical existence)
d) Action plan
e) Training attendances

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

5.3.3 The HEI encourages active linkages and continuous relationship between it and its alumni.

Narrative response

a) Discuss the existence of linkage between the institution and its alumni

Supportive documentations

a) Alumni association report
b) Minute
c) Curriculum
d) Institutional policy and guidelines
e) Dedicated alumni management unit/office
f) Alumni engaging projects and programs

5.3.4 The HEI regularly reviews the effectiveness of its strategies and mechanisms to ensure appropriate student retention, progression and completion rates are maintained.
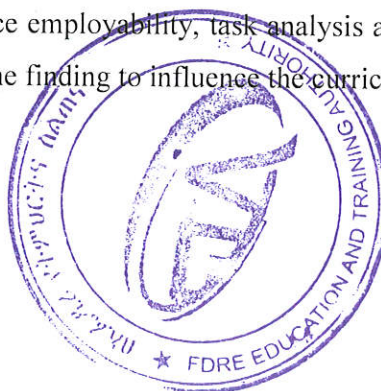
Narrative response

a) Describe the mechanism to review the effectiveness of strategies for student retention, progression and completion rates
b) Describe how often the institution review student retention, progression and completion rates strategies.

Supportive documentations

a) Report on student retention, progression and completion rates
b) Minute
c) Reviewing guidelines
d) Review plan and reports

5.3.5 The HEI has a mechanism to trace employability, task analysis and satisfaction of its graduates or employers and use the finding to influence the curriculum.

6.1.2 The HEI implements a strategic approach to the planning and management of human resources which is aligned to its mission and strategic objectives. The recruitment strategy seeks a balance between senior and junior academic staff, between academic and non-academic staff, between academic staff with multidisciplinary backgrounds and specializations.

Narrative response

    a) Describe the strategic approach to the planning and management of human resources being implemented by the institution

    b) State how the strategic approach to the planning and management of human resource is aligned to mission and strategic objectives set by the institution.

    c) Discuss that the recruitment strategy considers balance in its staff composition(i.e. among senior and junior academic staff, academic and non-academic staff and across field of specialization)

Supportive documentation

    a) Human Resource policy

    b) Minutes of recruitment committee meetings

    c) Legislation
    d) Recruitment and promotion guideline

6.2. Staff development and retention

6.2.1 The HEI has an effective academic staff development program and offers the professional development of its staff based on appropriate needs assessment.

Narrative response

    a) Describe the staff development programs being undertaken

    b) Discuss the effectiveness of the staff development program of the institution

    c) Narrate that the professional development offered by the institution is based on appropriate needs assessment

Supportive documentation

    a) HR policy manual

    b) Legislation

    c) Staff handbook

    d) Academic staff professional development policy and strategy and guideline

    e) Designated unit responsible for academic staff development

b) What privileges are offered to those academic staff members participating in research activities?

Supportive documentation

a) Research policy/guideline
b) HR policy
c) Minutes
d) Legislation
e) Research policy and guidelines

6.3.2   The HEI has an adequate number of full-time academic staff for each study program

Narrative response

a) Describe the adequacy of full-time academic staff for each study program
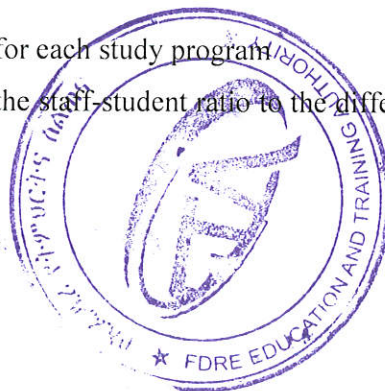
Supportive documentation

a) Performance report
b) Minutes
c) Staff recruitment Policy
d) Standard for staff requirement per the study program
e) Up to date Staff profile data
f) Students Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the adequacy of full-time academic staff for each study program.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

6.3.3   The staff to student ratio for each study program is appropriate to the teaching-learning methods and complies with the program discipline standards.

Narrative response

a) Describe the staff student ratio for each study program
b) Discuss the appropriateness of the staff-student ratio to the different teaching learning methods

Supportive documentation

a) Staff development plan

b) Strategic plan

c) Grant based projects

d) Academic exchange evidences

e) Internships

f) Collaborative teaching evidences

6.4. Staff performance and appraisal

6.4.1 The HEI has transparent staff appraisal system addressing the roles of the academic staff in teaching, research, community services and administrative functions and leading to action.

Narrative response

a) Describe the transparency of the staff appraisal system under taken by the institution

b) Discuss how the staff appraisal system motivates academic staff in addressing their roles in teaching, research, community services and administrative functions.

Supportive documentation

a) Staff appraisal evaluation result

b) Minute
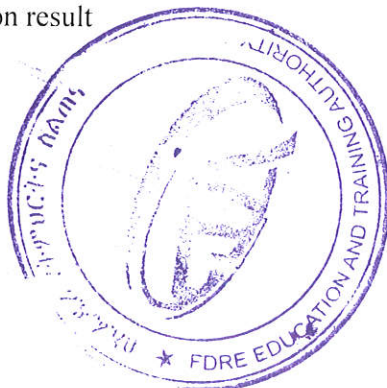
c) Legislation

d) Manuals and evidences

e) Review minutes

6.4.2 The HEI implements an evidence-based regular staff performance evaluation that involves students, peers, and program leaders and managers.

Narrative response

a) Discuss the rationality and consistency of the staff performance evaluation being implemented by the institution

b) Describe the involvement of students, peers, and program leaders and managers and their roles in the staff performance evaluation activities.

Supportive documentation

a) Staff appraisal evaluation result

b) Minute

c) Guidelines and policy

c) Legislation

d) Incentive guidelines

7. Resources

7.1 Physical resource and Safety

7.1.1. The HEI has a policy on resource allocation and utilization.

Narrative response

a) State the institution's policy on resource allocation and utilization

Supportive documentation

a) Annual /strategic plan

b) Resource inventory

c) The institution's procurement document

d) Guidelines for resource allocation and utilization
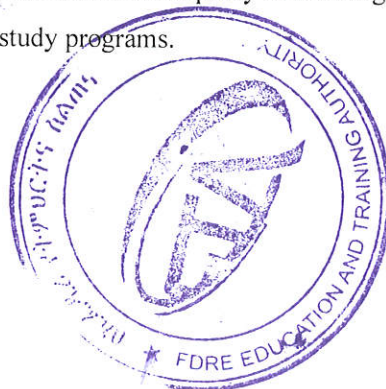
7.1.2. The HEI ensures that learning and teaching resources and facilities are appropriate and adequate to meet the needs of its study programs.

Narrative response

a) Discuss how the institution ensures the appropriateness of learning and teaching resources and facilities to meet the needs of its study programs

b) Discuss how the institution ensures the adequacy of learning and teaching resources and facilities to meet the needs of its study programs

Supportive documentation

a) Performance report

b) Program standard for each study program

c) Number of admitted students in each program

d) Physical and material resources

e) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the appropriateness and adequacy of learning and teaching resources and facilities in relation to their study programs.

Narrative response

a) Describe the availability of learning resources, including equipment's and facilities that can ensure effective delivery of the curriculum.

b) Discuss the sufficiency and appropriateness of learning resources, including equipment's and facilities that can ensure effective delivery of the curriculum

c) Evaluate that the Educational resources are distributed according to the educational needs of the study program.

d) Describe how the institution ensures that educational resources are well maintained.

Supportive documentation

a) Resource inventory

b) Performance report

c) Minutes

d) Resource management guidelines

e) Complaint documents if any

f) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with sufficiency and appropriateness of the resources for training so as to ensure effective delivery of the curriculum.

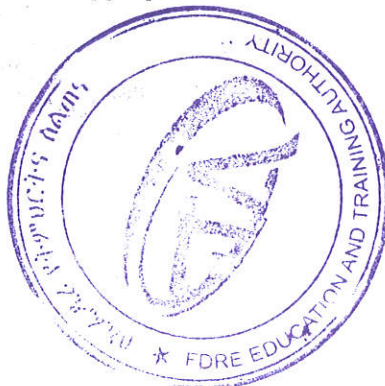|	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

7.1.5. The HEI regularly reviews resources to ensure they are appropriate and effectively support learning and teaching.

Narrative response

a) Describe how and how often the institution reviews resources to ensure they are appropriate and effectively support learning and teaching.

b) Discuss what kinds of interventions are made upon reviewing the educational resources so as to ensure their appropriateness and effectiveness in supporting the learning and teaching.

Supportive documentation

a) Minutes

49

Supportive documentation

a) Financial audit report

b) Performance report

c) Risk management policy/manual

d) Risk Assessment Report

e) Internal and external financial audit reports

7.3 Registrar services

7.3.1 The HEI has policy and procedures for academic records and registrar service.

Narrative response

a) Discuss the policy and procedure for academic records and registrar service

Supportive Documentation

a) Registrar manual

b) Legislation

c) Rules, regulations and procedures

7.3.2 The HEI has automated information management system that can be employed to periodically collect, store and analyze the required student academic data/records and information.
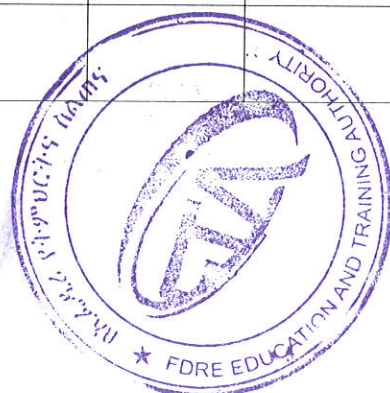
Narrative response

a) Describe the information management system that are applied to analyze student academic data/records and information

Supportive Documentation

a) Automated information management system

b) Registrar software

c) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the availability of automated information management system that can be employed to periodically collect, store and analyze the required student academic data

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

f) Students Satisfaction Survey: Percentages of students who were satisfied and very satisfied with the availability of information and communication technology infrastructure appropriate to the nature and size of the institution.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

8. Standard 8: Research and Community Engagement

8.1. Research

8.1.1. The HEI has research policies and strategies.

Narrative response

a) Describe the research policies and strategies of the institution

b) Describe the effectiveness of the research policy and strategy

Supportive documentations

a) Research policy

b) Report on research activities

c) Brochures, booklets, fliers

8.1.2. The HEI provides adequate budget and sufficient facilities and equipment for the research activities of its staff and students in line with its strategies to promote research activities.

Narrative response

a) Discuss the budget allocation, facilities and equipment for research works

b) Discuss the strategy used to engage staff and students in research work

c) Describe the mechanism employed to promote research works.

d) How and how often research outputs presented at conferences and published as conference proceedings.

8.1.4 The HEI ensures that its research activities conform to internationally accepted methodological standards, complies with ethical standards. The HEI ensures that academic misconduct, including plagiarism, is prevented.

Narrative response

a) Describe how the research activities comply with international accepted methodological, standards quality and ethical standards including review board approval, conflict of interest, integrity of research, etc.

b) Describe the policies and procedures and mechanisms to prevent academic misconduct.

Supportive documentations

a) Research policy/guideline

b) Minutes/reports of review boards.
c) Conflict of interest disclosure forms
d) Plagiarism checker system

8.1.5 The HEI ensures that the outcomes of research are appropriately integrated into the learning and teaching activities and community engagements.
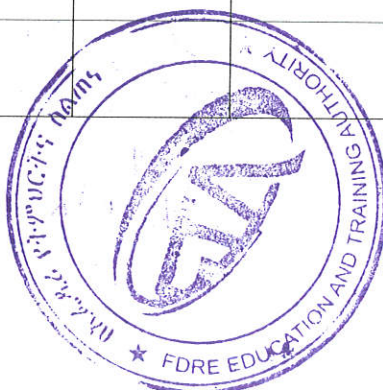
Narrative response

a) Describe how the research goals and outcome are aligned with and integrated with the learning and teaching activities of the program.

Supportive documentations

a) Research and community engagement guideline

b) Report on research work and community engagement

c) Minute

d) Intervention plans and programs

e) Outreach programs

f) Examples of learning activities and community engagement where research outcomes were integrated.

g) Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with Percentages of students who were satisfied and very satisfied with how well research outcomes are integrated into learning and teaching activities and community engagement.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

Supportive documentations

    a) Community engagement policy /guideline

    b) Report on community engagement interventions

    c) Minutes

    d) List of communities identified

    e) Need assessment for community engagement activities.

8.2.3 The HEI has a well-defined, coordinated and institution-wide approach to the identification of, and engagement with industry, employers, professional organizations and the community.

Narrative response

    a) Describe the process and procedure to identify and engage with industry, employers, professional organizations and the community at large.

    b) Explain the process to ensure the engagement process and procedures are well-defined and coordinated.

Supportive documentations

    c) Manual/process and procedure for engagement with, industry, employers, professional organizations and the community.

    d) MOA

    e) Reports on engagement activities with industry, employers, professional organizations and the community.

8.2.4 The HEI has dedicated resource and budget for community engagement.

Narrative response

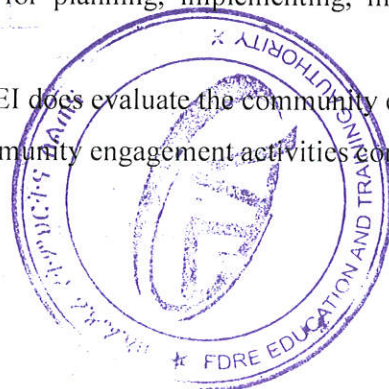   a) Discuss the budget allocated for community engagement by the institution

Supportive documentations

    a) Budget breakdown for the community engagement

    b) Minutes

    c) Policy, guidelines and procedures for community engagement

    d) Budget allocation and utilization reports

8.2.5 The HEI has a system and process for planning, implementing, monitoring and evaluating community engagement and ensures that those activities will have an impact on and benefit for the intended community.

Narrative response

    a) Discuss the mechanisms for planning, implementing, monitoring and evaluating community engagement

    b) How and how often the HEI does evaluate the community engagement activities.

    c) Discuss the impact of community engagement activities conducted by the institution.

Standard 9: Continual Quality Improvement (CQI)

9.1 Continual Quality Improvement system

9.1.1 The HEI has a publicly available quality assurance policy and procedure including regular reviewing and updating of its internal quality assurance activities to ensure continuous quality improvement.
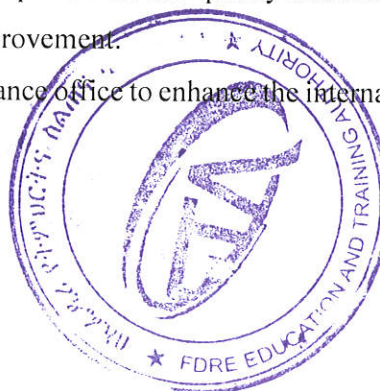
Narrative response

a.   Describe the quality assurance (QA) policy and procedure.

b.   Describe the QA system for the following.

  i.   Presence of a qualified and responsible person with senior level reporting.

  ii. Resources available including budget, adequate staff and IT systems.

  iii. Quality assurance manual with defined processes for monitoring and evaluating.

  iv. Persons/committees responsible for QA activities.

a.   Discuss how often internal QA activities are reviewed and updated.

b.   Provide examples of changes made to ensure continual quality improvement based on QA review.

Supportive documentations

  a) Quality assurance guideline/manual
  b) Report on internal quality assurance activities
  c) Minutes
  d) Brochures, booklets, web links
  e) HR, dedicated person and office,

9.1.2 The HEI has a dedicated unit or department for the internal quality assurance system of the institution which make continuous efforts to keep abreast with the changes and best practices in quality assurance.

Narrative response

  a) Describe the availability of dedicated focal person for the quality assurance office that has potentially exposure to quality improvement.

  b) Discuss the effort made by the quality assurance office to enhance the internal quality of the institution

involvement of management, academic and support staff and students in the operational process of continual quality improvement.

Narrative response

a) Describe the focus areas of the institution's quality assurance activities

b) Describe how the program creates, encourages and supports the development of a quality culture.

c) How are academic and support staff and students involved in quality assurance activities

Supportive documentations

a) Quality assurance activities and data publication and program level self-study document dissemination

b) QA activities discussion at department and other units level

c) Awareness and educational discussion forums on QA policies, procedure and processes

d) Publication and dissemination of program level self-study report

c. Student Satisfaction Survey: Percentages of students who were satisfied and very satisfied with to what extent the institution emphasizes enhancing quality and fostering a quality culture through its quality assurance activities.

	Academic year 1	Academic year 2	Academic year 3	Academic year 4	Academic year 5
% Satisfied and very satisfied					

9.2.3 The HEI champions the spirit of continual quality improvement based on prospective studies and analyses that leads to the revisions of its current policies and practices, taking into consideration past experiences, present conditions, and future possibilities.

Narrative response

a) Describe to what extent the institutions continual quality improvement is conducted based on prospective studies and analyses.

b) Discuss to what extent the institution consider the current policies and practices to review the policies and procedures of quality assurance system.

Supportive documentations

a) Report on quality assurance activities