

## SUBMISSION GUIDELINES FOR IHL

### New Programme, New Cycle of Current Accredited Programme, Continuing Accreditations, Interim Visit/Report

#### **1. New Programme/New Cycle of Current Accredited Programme Accreditation**

For the accreditation application of a new programme or new cycle accreditation of current accredited programme, IHL shall submit a Self-Assessment Report (SAR) following the guidelines given in Section 8.0 and Appendix C of the EAC Manual 2012. Parts of Section 8 and the Appendix C have been amended (see extract below).

For a new programme, the IHL should apply (by sending a 'Letter of Intent (LOI)' to the EAD) for accreditation at least **6 months before the final examination of the first intake of students**. For a current accredited programme, the IHL should apply (by sending a 'Letter of Intent (LOI)' to the EAD) for re-accreditation at least **6 months before the expiry date of the accreditation**.

The IHL applying for accreditation shall then ensure that complete information (SAR etc.) is forwarded to EAC through MQA. If the information submitted is found to be insufficient, the IHL shall be required to provide further information before an accreditation visit can be scheduled. **The application will be deemed to have been withdrawn, if the requested information is not submitted within a period of 3 months**.

Please be reminded that a SAR shall be an account of the IHL's plan, implementation, critical assessment and evaluation of the programme conducted. It should self-reflect the processes with results obtained used in **Continual Quality Improvement (CQI)** at all levels of the programme's activities involving all criteria of accreditation.

The SAR shall provide the information and description about the programme to enable the EAC Evaluation Panel (EP) to objectively assess the programme for the purpose of accreditation or approval. The emphasis shall be on qualitative description of each aspect and criterion, and how these meet the standards and expectation as set out in this Manual. In other words, this summary document is a form of Self-Assessment of the IHL's programme.

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Some amendments have been made to Section 8.2.3 and Part D of Appendix C of the EAC Manual 2012 as follows:

#### **Section 8.2.3 Programme Outcomes**

- (i) *List down the Programme Outcomes and state where they are published.*
- (ii) *Describe how the Programme Outcomes relate to the Programme Objectives.*
- (iii) *Describe how the Programme Outcomes encompass the outcome requirements of Section 4.0 of this Manual.*
- (iv) *Describe the processes used to establish and review the Programme Outcome **statements**, and the extent to which the programme's various stakeholders are involved in these processes.*
- (v) *Describe the implemented Outcomes-Based Education (OBE) model with description of the definition, the established processes to deliver, process to assess (the model adopted in 'calculating' the PO achievement, e.g. 'every course, every semester, 'anchor or culminating courses model' or 'every student model or sampling model' etc.), performance target/model to determine the achievement of all the POs by students, the established process to use the results for the CQI both at the courses and harmonised holistically at programme levels, and the established OBE and CQI of PEO and PO management system, etc.*
- (vi) *Describe the real assessment and evaluation of students achievements for each of the 12 EAC POs explicitly (PO by PO); directly (as the primary evidences through examinations, projects, laboratory reports, presentations, etc.) and indirectly (for triangulation through self-assessment via exit survey, etc.) with critical self-assessment of the results/findings. Please include the Strengths (S), Weaknesses (W), Threats (T) and Opportunities (O) analysis.*
- (vii) *Describe the use of assessment and evaluation results in the CQI processes and the impact of the intervention in improving the processes to deliver and*

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*assess to enhance the achievement of the POs by the students. The POs shall be shown harmonised holistically at the programme level (from the relevant chosen courses) and has driven continual improvement of the programme.*

*(viii) Provide the evidences - materials, including students' work and other tangible materials such as minutes of meetings, etc. that can demonstrate involvement of the stakeholders in the process of formulating and reviewing the POs statements; and in the process of implementing, delivering, assessing, and improving the achievements of the POs. The achievement of the POs by the students (especially the graduating cohorts) shall also be substantiated with evidences, such as providing portfolios for each of the 12 EAC POs explicitly (one by one). Students' portfolios demonstrating every PO is highly encouraged.*

#### **Appendix C (extract):**

#### **D PROGRAMME OUTCOMES**

	Evidence cited should be made available as per requirement in Section J or K	Indicate the location of these items in the documents submitted and/or in the documents to be made available during the visit	Checked by Evaluation Panel
1	List down the Programme Outcomes and state where are they published.		
2	Describe how the Programme Outcomes relate to the Programme Objectives.		
3	Describe how the Programme Outcomes encompass the outcome requirements of Section 4.0 of this Manual.		
4	<i>Describe the processes used to establish and review the Programme Outcomes</i>		

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	<i>statements, and the extent to which the programme's various stakeholders are involved in these processes.</i>		
5	<i>Describe the implemented Outcomes-Based Education (OBE) model with description of the definition, the established processes to deliver, process to assess (the model adopted in 'calculating' the PO achievement, e.g. 'every course, every semester, 'anchor or culminating courses model' or 'every student model or sampling model' etc.), performance target/model to determine the achievement of all the POs by students, the established process to use the results for the CQI both at the courses and harmonised holistically at programme levels, and the established OBE and CQI of PEO and PO management system, etc.</i>		
6	<i>Describe the real assessment and evaluation of students achievements for each of the 12 EAC POs explicitly (PO by PO); directly (as the primary evidences through examinations, projects, laboratory reports, presentations, etc.) and indirectly (for triangulation through self-assessment via exit survey, etc.) with critical self-assessment of the results/findings. Please include the Strengths (S), Weaknesses (W), Threats (T) and Opportunities (O) analysis.</i>		
7	<i>Describe the use of assessment and evaluation results in the CQI processes and the impact of the intervention in improving the processes to deliver and assess to enhance the achievement of the POs by the students. The POs shall be shown harmonised holistically at the programme</i>		

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	<i>level (from the relevant chosen courses) and has driven continual improvement of the programme.</i>		
8	<i>Provide the evidences - materials, including students' work and other tangible materials such as minutes of meetings, etc. that can demonstrate involvement of the stakeholders in the process of formulating and reviewing the POs statements; and in the process of implementing, delivering, assessing, and improving the achievements of the POs. The achievement of the POs by the students (especially the graduating cohorts) shall also be substantiated with evidences, such as providing portfolios for each of the 12 EAC POs explicitly (one by one). Students' portfolios demonstrating every PO is highly encouraged.</i>		

## **2. Submission for Continuing Accreditation**

For the continuing accreditation application of programme, IHL shall submit the following:-

- (a) The earlier SAR prepared for previous accreditation visit.
- (b) Addendum to the SAR, to include:
  - i. Updates (if any) of the eight (8) Qualifying Requirements – current status.

There are 8 components of the qualifying requirements and each programme is expected to have all the components. These components are:

- A minimum of 120 credit hours of which 80 credit hours must be core engineering courses offered over a period of four years
- Final year project (minimum 6 credit hours)
- Industrial training (minimum of 8 weeks)

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- Full-time academic staff (minimum of 8)
  - Staff: student ratio 1: 20 or better
  - External examiner's report (minimum of two reports over five years)
  - Programme Objectives
  - Programme Outcomes
- ii. Updates of any other information (data, statistics, status, policies, etc.) and Continual Quality Improvement (CQI) activities in all other sections of the earlier submitted SAR.

These may involve for example change of programme name, PEO or PO statements, OBE model, academic curriculum (structure or content), students entry requirements, no. of academic or support staff, no. of academic staff with professional qualifications, staff:student ratio, facilities, QMS.

- iii. **Self-assessment Report (SAR) of 'Closing of Concerns' listed under accreditation conditions.**

Please self-assess the closing of concerns and provide evidences of the actions taken to close the concerns and results achieved from the actions.

- iv. Actions taken on items listed under OFI in the last accreditation.
- v. **For programme accredited prior to July 2012**, the compliance (closing the gap) or how the programme has addressed the new requirements introduced in the EAC Manual 2012 shall be elaborated. These include:
- The new 12 Programme Outcomes of the EAC Manual 2012 - including Complex Problem Solving and Complex Engineering Activities.
  - Knowledge Profile.
  - Conditions for Passing Courses.
  - Design Project (Integrated/capstone).
- vi. Any other matters to be highlighted in all sections/criteria.

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#### **3. Submission of Interim Report**

For the submission of interim report, IHL shall submit the following:-

- (c) The earlier SAR prepared for previous accreditation visit.
- (d) Addendum to the SAR, to include:
  - i. Updates (if any) of the eight (8) Qualifying Requirements – current status.

There are 8 components of the qualifying requirements and each programme is expected to have all the components. These components are:

- A minimum of 120 credit hours of which 80 credit hours must be core engineering courses offered over a period of four years
  - Final year project (minimum 6 credit hours)
  - Industrial training (minimum of 8 weeks)
  - Full-time academic staff (minimum of 8)
  - Staff: student ratio 1: 20 or better
  - External examiner's report (minimum of two reports over five years)
  - Programme Objectives
  - Programme Outcomes
- ii. Updates of any other information (data, statistics, status, policies, etc.) and Continual Quality Improvement (CQI) activities in all other sections of the earlier submitted SAR.

These may involve for example change of programme name, PEO or PO statements, OBE model, academic curriculum (structure or content), students entry requirements, no. of academic or support staff, no. of academic staff with professional qualifications, staff:student ratio, facilities, QMS.

- iii. **Self-assessment Report (SAR) of 'Closing of Concerns' listed under the accreditation conditions.**

Please self-assess the closing of concerns and provide evidences of the actions taken to close the concerns and results achieved from the actions.

- iv. Actions taken on items listed under OFI in the last accreditation.

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- v. Any other matters to be highlighted in all sections/criteria.

#### **4. Submission for a Deferred Application**

In cases where accreditation is deferred, **the IHL needs to ensure that they must resubmit a full SAR following the guidelines given in item (1) above after fulfilling the deferment conditions set by the EAC.**

Prepared by the EAD 7<sup>th</sup> May 2015 (Version V1 2015)