

3 DOCUMENTATION

3.1 Submissions prior to accreditation

Prior to each regular accreditation visit, the following information, which will be treated in the strictest confidence, is required by the Africa Association of Quantity Surveyors. These templates may also be utilized by institutions in their candidacy or accreditation phase applications.

3.1.1 Details of current annual budgets

BUDGET DETAILS REQUIRED	UNIVERSITY / UNIVERSITY OF TECHN.	FACULTY	DEPARTMENT OF QUANTITY SURVEYING
Annual			
Staff			
General operation			
Capital equipment			
Library			
Travel			
Research			

3.1.2 Perceived strengths and weaknesses

UNIVERSITY / UNIVERSITY OF TECHN.		FACULTY		DEPARTMENT OF QUANTITY SURVEYING	
Strengths	Weaknesses	Strengths	Weaknesses	Strengths	Weaknesses

3.1.3 Any other matters considered relevant

Details included in this section are submitted at the discretion of the institution

3.2 Regular accreditation visits: submission by Head of Department

Prior to each regular accreditation visit the Head of Department is required to prepare and submit to the AAQS a comprehensive report encompassing:

3.2.1. General

- (a) The name of Department
- (b) Full names and abbreviations of the degrees awarded
- (c) The designations and names of the
 - Head of Department
 - Programme Directors (as applicable)
- (d) A statement on the Department's response to comment and constructive criticism offered during the previous accreditation visit
- (e) Dates and nature of the most recent
 - major
 - minorrevisions to the programme / s

NOTE:

The Head of Department will be required to provide information for **re-evaluation** visits, stating

- how the conditions which elicited negative comment - identified during the previous visit - have been addressed
- the department's response to comment and constructive criticism offered during the previous accreditation report

3.2.2 The degree programme

- (a) A statement of the
- objectives
 - policies
 - general philosophy
 - overall design of the degree programme
 - role service courses in the overall design of the programme
- (b) The content of the degree programme (course details):
- courses prescribed in each semester
 - relative course weights
 - in each course, numbers of
 - lectures + lecture duration per week
 - tutorials + tutorial duration per week
 - laboratory / practical sessions + session duration per week
 - written
 - tests per semester + duration of each test
 - examination papers per semester + duration of each paper
 - oral examinations per semester + duration of each oral
 - computation formula for calculation of the final mark for each course

The following tabulation suggests the preferred format for the presentation of the above:

Courses	Relative course weights	Lectures per week + duration	Tutorials per week + duration	Practicals per week + duration	Tests per semester + duration	Exam papers per semester + duration	Oral exams per semester + duration	Formula for calculating final mark for each course

- (c) Analysis of the programme content in the following suggested format:

Year of study	Financial / cost management	Project procurement	Contract administration	Information management	Professional practice	Complementary studies	Discretionary studies	Total 100%
One								
Two								
Three								
Four								
Five								

- (d) Detailed syllabuses including service courses included in the programme
- (e) Lists of prescribed reading
- (f) Brief description of academic and administrative procedures for programme development, including service courses
- (g) Plans for development of the programme

3.2.3 Examination System

- (a) Criteria for
 - awarding credits
 - granting re-examinations
 - allowing re-registration for courses to be repeated
 - promotion of candidates from one year to the next
 - exclusion of candidates from the programme
- (b) A concise statement on the
 - procedures
 - checks and balances in the examination and promotion systems
 - role of external examiners and moderators
- (c) A concise statement on the modus-operandi of the final year project(s)
- (d) Names of external examiners and moderators with brief details of their affiliations and the duties

3.2.4 Students

- (a) A statement of
 - entry requirements
 - selection criteria
 - method of assessing special categories of entrants

NOTE: Admission-rating formulae must be explained

- (b) Analysis of the distribution of the first year intake according to
 - admission rating
 - special categories e.g. university of technology transfers or mature age, presented in the following suggested format:

CATEGORY	POINTS RATING	NUMBER ADMITTED
Recent matriculants		
University transfers		
Univ.of techn. transfers		
Mature students		
Foreign students		
Other categories		
Total		

- (c) Student enrolment statistics over the previous five year period
- (d) Graduation statistics over the previous five year period, including the number of degrees awarded *cum laude* or *with distinction* or any other designation of excellence
- (e) An analysis of students' progress and promotion. This may be presented in any form that indicates rates for students
- "dropping out"
 - excluded
 - promoted
- from one year to the next

The format may vary from one institution to another

Data under (c) and (d) should be presented in the following format:

Enrolment statistic	Level	Years up to the present					"Drop out" ratio
	1 st year						
	2 nd year						
	3 rd year						
	4 th year						
	5 th year						

Statistic	Level	Years up to the present					"Drop out" ratio
Graduates	Total						
	<i>Cum laude or other designation</i>						

3.2.5 Academic Staff

- (a) A list of staff with their
- academic qualifications
 - professional affiliations / memberships
 - experience

Staff presenting support courses within quantity surveying degree programmes should also be listed

The following table suggests the preferred format for presentation of this information:

NOTE: Full curricula vitae of all academic staff members are to be available for inspection at the institution, during the accreditation visit

Cross-referencing of information amongst various Tables should be easily achieved

Name & initials	Title	Position	Full-time	Part-time	Sabbatical	Qualifications		Experience in years		Publications during past 5 years	
						Academic	Professional	Academic	Industry	Journal	Conference

- (b) Description of strategies for staff recruitment, development and retention.

3.2.6 Resources

- (a) Support staff list showing their responsibilities. The tabular format indicated above is appropriate
- (b) Budget allocations over a five year period under the headings in tabular format
- equipment
 - computing
 - operating
 - library books
 - journals

NOTE: Headings may be varied depending on institution budget categories

- (c) Key educational assessment indicators, equivalent subsidy students (ESS) and senior lecturer equivalents (SLE) and the ratio ESS/SLE, over the previous five year period, presented in the following suggested format:

Sum of all Ph Ds		Sum of senior lecturer equivalents	
Sum of all Masters' degrees		Ditto	
Sum of all journal papers		Ditto	
Sum of all conference papers		Ditto	
Sum of ALL above papers		Ditto	

- (d) List of the laboratories that support the programme with a short description (function of each)
- (e) Computing facilities available
- students in the programme
 - staff of the department

NOTE: The Head of Department should ensure that all academic staff members have access to the documentation as the team may raise matters from the texts documentation during various interviews

3.3 Additional files to be available for inspection at the institution during an accreditation visit

- 3.3.1** A separate volume - reflecting the previous 3 years - of
- examination question papers in each course in the programme, including service courses
 - where appropriate, specimen solutions to the above examination papers
- 3.3.2** Marked examination scripts for the most recent examination in each course. In classes exceeding 35 students, a selection of scripts reflecting the
- best
 - average
 - borderline
- candidates in each course should be supplied
- 3.3.3** In each course: the study material supplied to current students:
- course outlines
 - tutorial instruction sheets
 - prescribed texts

- study notes
- tests

3.3.4 Interdisciplinary projects executed by students in

- all years of study which also reflect the range of integrated sub-disciplines in the programme:
 - good
 - average
 - borderline
- the final year of the programme: all submissions

3.3.5 Access to individual student academic records on request

3.3.6 Full CV's of the academic staff. Full CV's of service course staff are not required. Their details are tabulated in the text of this departmental report

3.4 Historical information

The Chairperson of the AAQS ETC provides the accreditation team members with

- copies of reports of the previous evaluation
- committee resolutions
- correspondence relative to that evaluation