

5 APPENDICES OF TABLES TO BE COMPLETED BY THE INSTITUTION

Appendix 1: Standard table formats

Table 1: Programme details, complete one page per year of study.

YEAR OF STUDY										
Semester(s)	Course		Lecturer(s)	Total Contact Hours			Mark Allocation		Weight Credit	Class Size
	Code	Name		Lect	Tut	Lab	Item	%		
							Class test			
							...			
							Class test			
							...			
							Exam			
							Class test			
							...			
							Exam			
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							Class test			
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							Exam			
							Class test			
							...			
							Exam			
							Class test			
							...			
							Exam			
Totals for the year of study										

Table 2: Analysis of programme content

The units to be used in this table are course weights or credits to give a total of 100% for each year of study.

Year of Study						Total
One						
Two						
Three						
Four / Five						
Total						

Notes relative to the above:-

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Table 3: Analysis of intake
This table is to be prepared for the latest intake to the programme.

Category	Points Rating	Number Admitted
Recent Matriculants		
Institution transfers		
Univ. of technology transfers		
Mature students		
Foreign students		
Other categories		
Total		

Please add a definition of the admission rating formula.

Table 4: Enrolment and graduation statistics

Statistic	Level	Years up to present					Dropout ratio
Enrolment	1 st Year						
	2 nd Year						
	3 rd Year						
	4 th / 5 th Year						

Statistic	Level	Years up to present					Dropout ratio
Graduates	Total						
	Cum laude or other designation of excellence						

Table 5: Academic Staff Summary

Name & Initials	Title	Position	F	P	S	Qualifications		Experience in years		Publications**	
						Academic	Professional *	Academic	Industrial	Journal	Conference

****Publications over last five years. *Include professional registration(s)**

F – Full-time; P – Part-time; S – Sabbatical

Sum of all Ph.D.'s		Sum / SLE	
Sum of all Master's Degrees		Sum / SLE	
Sum of all Pr.Ing. or Pr.Sci.		Sum / SLE	
Sum of Academic Experience years		Sum / SLE	
Sum of Professional Experience years		Sum / SLE	
Sum of Journal Papers		Sum / SLE	
Sum of Conference Papers		Sum / SLE	
Sum of All papers above		Sum / SLE	

**** Publications over last five years. * Include professional registration(s)**

Table 6: Financial Resources and related statistics

Note: Items may vary depending on the institution’s resource allocation practice.

Item	Years up to present				
Equipment					
Operating expenses					
Computing					
Library books					
Library journals					
Other					
Total					

Table 7: Student and Teaching Staff Indexes

	Years up to present				
Index					
SLE: Senior lecturer equivalent staff					
ESS: Equivalent subsidy students					
SLE/ESS					