1. **STAFFING, INFRASTRUCTURE AND LIBRARY RESOURCES**

**3.1**

**Accreditation criteria nos. 3, 4, 7 and 8**

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| **Instructions:**   * Interrogate each statement, consider all relevant data available and rate whether the Staffing, Infrastructure and Library Resources:   + meet minimum standards   + needs improvement   + do not meet the minimum standards. * Justify the ratings in a concise, analytical and reflective summary. * Where the Staffing, Infrastructure and Library Resources (as related to delivery of the programme) need improvement, indicate what actionable improvements will be taken by the institution within specified timeframes to ensure that the programme meets minimum requirements. * Compile supporting evidence to substantiate the institution’s response and list it systematically in the space provided. The actual supporting evidence should be uploaded on the HEQC Online system at the time of submission and should correspond to the list of evidence below. Supporting evidence for this section should include:   + - Table 05 of the Annual Report submitted to the DHET for the last three years.     - Full staff list and workload allocation model     - Evidence of adequacy of support staff in line with mode of delivery     - Staff CVs (academic and support)     - Evidence of staff development opportunities     - Evidence of staff uptake of staff development opportunities e.g. training attendance registers     - Evidence of training / mentoring of junior staff     - Sample employment contracts for staff     - Evidence of adequacy of teaching and specialized venues to support the needs of the programme taking into account enrolment (Venue allocation schedules)     - Evidence of adequate specialized equipment     - Evidence of adequate IT infrastructure and specialized programmes as appropriate including software licenses     - Evidence of sufficient and suitable library resources which complement the curriculum     - Evidence of adequate library support for students taking into account mode of delivery     - Evidence of policies and procedures to ensure maintenance of infrastructure |

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| **STATEMENT** | **Meets minimum standards** | **Needs improvement** | **Does not meet the minimum standards** | **Comment** |
| There are adequate academic experienced staff with relevant academic qualifications higher than the exit level of the programme, but at minimum, a degree teaching on the programme. |  |  |  |  |
| At least 50 percent of the academic staff for teaching on the programme have relevant academic qualifications higher than the exit level of the programme. |  |  |  |  |
| There is ongoing professional development and training of staff as assessors |  |  |  |  |
| The academic staff complement is such that it ensures that students are exposed to a  diversity of ideas, styles and approaches |  |  |  |  |
| Suitable and sufficient venues, IT infrastructure and library resources are available for students and staff members in the programme |  |  |  |  |
| If required for the delivery of the programme, suitable specialised laboratories and/or special equipment adequate to support the offering of this programme and the number of students are available |  |  |  |  |
| The IT infrastructure (hardware and software) for the staff members and students is adequate for the programme and number of students enrolled |  |  |  |  |
| The infrastructure is properly maintained and continuously upgraded. Adequate funds are available for this purpose. |  |  |  |  |
| The Institution provides sufficient and suitable access to library facilities and equipment, and in the case of online teaching and learning, students can access the library resources remotely |  |  |  |  |
| A qualified librarian is employed and available per site of delivery. Staff development takes place on a regular basis to update the library staff’s knowledge and skills |  |  |  |  |
| The programme has effective administrative services for providing information, managing the programme information system, |  |  |  |  |

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| **OVERALL RATING**  **(Consider the individual ratings above and provide an overall rating)** | **Meets minimum standards** | **Needs improvement** | **Does not meet the minimum standards** | **Comment** |
| Staffing (qualifications and experience), size and seniority, |  |  |  |  |
| Infrastructure and resources |  |  |  |  |
| Programme administrative services |  |  |  |  |

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| **JUSTIFY THE RATINGS (in a concise, analytical and reflective summary)** |
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| **ACTIONABLE IMPROVEMENTS (within specified timeframes to ensure that programme meets minimum requirements)** |
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| **SUPPORTING EVIDENCE (to substantiate response where necessary)** |
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**3.2**

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| **Instructions:**   * Respond to each statement in the space provided * Attach supporting evidence to substantiate the institution’s response where necessary |

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| **STATEMENT** |
| Reflect upon the resources (human, infrastructural and technological) for this programme.  Critique the adequacy and effectiveness of the current resources for the programme in relation to the delivery, management and coordination of the programme and the student enrolments in the programme. |
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| **SUPPORTING EVIDENCE (to substantiate response where necessary)** |
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| **STATEMENT** |
| Provide a summary of any changes you plan to make in relation to the staffing, infrastructure, library and information resources, IT infrastructure and technology and equipment requirements. Explain the mechanisms and procedures to bring about these changes (e.g. capital investments, budgets, policy adjustments, etc.) including arrangements for the approval thereof and a proposed timeframe for doing so |
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| **SUPPORTING EVIDENCE (to substantiate response where necessary)** |
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