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

**5.1**

**Accreditation criteria nos. 3 & 7**

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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. |

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| **STATEMENT** | **Meets minimum standards** | **Needs improvement** | **Does not meet the minimum standards** | **Comment** |
| Academic staff for undergraduate programmes have relevant academic qualifications higher than the exit level of the programme, but at minimum a degree. Academic staff for postgraduate programmes have relevant academic qualifications at least on the same level as the exit level of the programme. At least 50 percent of the academic staff for postgraduate programmes have relevant academic qualifications higher than the exit level of the programme.6 The qualifications of academic staff were awarded by recognised higher education institutions (Criterion 3 Min. requirement i) |  |  |  |  |
| The majority of full-time academic staff has two or more years of teaching experience in a recognised higher education institution, and in areas pertinent to the programme. In the case of professional programmes, a sufficient number of academic staff members also have relevant professional experience. Qualified and experienced academic staff design the learning programme, although junior or part-time tutors may act as facilitators of learning (Criterion 3 Min. requirement ii). |  |  |  |  |
| Academic staff are competent to apply the assessment policies of the institution. Some of the academic staff responsible for the programme have at least two years’ experience of student assessment at the exit level of the programme. There is ongoing professional development and training of staff as assessors in line with SAQA requirements (Criterion 3 Min. requirement iii) |  |  |  |  |
| Suitable and sufficient venues (including classrooms, seminar rooms, work rooms, studios etc.), IT infrastructure and library resources are available for students and staff members in the programme (Criterion 7 Min. requirement i). |  |  |  |  |
| The Institution complies with the health and occupational safety and clinical regulations (where applicable to a programme (Criterion 7 Min. requirement i) |  |  |  |  |
| **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 (**Criterion 7 **Min. requirement i).** |  |  |  |  |
| The IT infrastructure (hardware and software) for the staff members and students is adequate for the programme and number of students enrolled (Criterion 7 Min. requirement ii). |  |  |  |  |
| The infrastructure is properly maintained and continuously upgraded and adequate funds are available for this purpose.The Institution provides relevant training to both staff members and students in IT and usage of the library and other resource facilities (Criterion 7 Min. requirement ii) |  |  |  |  |
| Suitable and sufficient library resources exist which:   * Complement the curriculum. * Provide incentives for students to learn according to their own needs, capacity and pace. * Support appropriate professional and scholarly activities of students and staff involved in the programme. |  |  |  |  |
| The library budget is sufficient for the programme and the number students enrolled (Criterion 7 Min. requirement iv). |  |  |  |  |
| 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 (Criterion 7 Min. requirement v). |  |  |  |  |
| 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 (Criterion 7 Min. requirement vi) |  |  |  |  |

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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, Infrastructure and library resources |  |  |  |  |

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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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**5.2**

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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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