Institutional Profile for an Institution

You may capture your institutional profile within the HEQC-online system by clicking on the **Tools** menu and selecting **Institutional Profile**.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INSTITUTION INFORMATION:**   Enter your institutional information or update it if it is already filled in   |  |  | | --- | --- | | **Institutional Name:** |  | | **Institutional Type:** |  | | **Existing or New?** |  | | **Mode of Delivery:** |  | | **DHET Registration number:** |  | | **Mission and how it is reflected by your existing programmes:** |  | | **Brief overview of the institution:** |  | | **Main goals of the institution:** |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **Contact Information:** | | | | Contact details for the Head of the institution | | | | **Contact type** |  | | | **Surname** |  | | | **Name** |  | | | **Title** |  | | | **Designation** |  | | | **Postal Address** |  | | | **Physical Address:** |  | | | **Fax number** |  | | | **Telephone Number:** |  | | | **Email:** |  | | | Contact details for the Academic Head of the institution | | | | | **Contact type** |  | | **Surname** |  | | **Name** |  | | **Title** |  | | **Designation** |  | | **Postal Address** |  | | **Physical Address:** |  | | **Fax number** |  | | **Telephone Number:** |  | | **Email:** |  | | Contact details for the Registrar or Administrative Head | | | **Contact type** |  | | **Surname** |  | | **Name** |  | | **Title** |  | | **Designation** |  | | **Postal Address** |  | | **Physical Address:** |  | | **Fax number** |  | | **Telephone Number:** |  | | **Email:** |  | |  | | | | **Main Campus:** | | | | **Site Name:** | |  | | **Location:** | |  | | **Year of Establishment:** | |  | | **Physical Address:** | |  | | **Postal Address:** | |  | | **Contact Person's Details for this site:** | | | | **Surname:** | |  | | **Name:** | |  | | **Title:** | |  | | **E-mail:** | |  | | **Contact Number:** | |  | | **Contact Fax Number:** | |  | |  | | | | **Additional Site of Delivery:** | | | | **Site Name:** | |  | | **Location:** | |  | | **Year of Establishment:** | |  | | **Physical Address:** | |  | | **Postal Address:** | |  | | **Contact Person's Details for this site:** | | | | **Surname:** | |  | | **Name:** | |  | | **Title:** | |  | | **E-mail:** | |  | | **Contact Number:** | |  | | **Contact Fax Number:** | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Please provide headcount enrolments for undergraduate and postgraduate programmes for each site of delivery*   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **UNDERGRADUATE** | | | | | | | | | |  | **Black** | | **Coloured** | | **Indian** | | **White** | | | **Site of Delivery** | **Male** | **Female** | **Male** | **Female** | **Male** | **Female** | **Male** | **Female** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **POSTGRADUATE** | | | | | | | | | |  | **Black** | | **Coloured** | | **Indian** | | **White** | | | **Site of Delivery** | **Male** | **Female** | **Male** | **Female** | **Male** | **Female** | **Male** | **Female** | |  |  |  |  |  |  |  |  |  | |



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. POLICIES AND PROCEDURES ON PROGRAMME DESIGN:**  *Please indicate whether your institution has the following policies indicating yes/no, and upload them as part of the institutional profile. If you do not have some of these policies or if they are included in some other document, indicate so in the comment box.*   |  |  |  |  | | --- | --- | --- | --- | |  | **Yes / No** | **Comment** | **Upload File** | | Policy for the development of learning programmes |  |  |  | | Budget for the development of learning programmes |  |  |  | | Experiential learning policy |  |  |  | | Contract arrangement with business for experiential learning |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2. ADMISSION AND SELECTION POLICIES:**   *Please indicate whether your institution has the following policies indicating yes/no, and upload them as part of the institutional profile. If you do not have some of these policies or if they are included in some other document, indicate so in the comment box.*   |  |  |  |  | | --- | --- | --- | --- | |  | **Yes / No** | **Comment** | **Upload File** | | Admission requirements |  |  |  | | Selection criteria and procedures |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3. HUMAN RESOURCES POLICIES AND PROCEDURES:**  *Please complete the following profile of the staff of the institution for the current year*   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Full-time staff profile** | | | | | | | | | |  | **Black Male** | **Black Female** | **Coloured Male** | **Coloured Female** | **Indian Male** | **Indian Female** | **White Male** | **White Female** | | Management staff |  |  |  |  |  |  |  |  | | Academic staff: full-time |  |  |  |  |  |  |  |  | | Academic staff: part-time |  |  |  |  |  |  |  |  | | Administrative and support staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Part-time staff profile** | | | | | | | | | |  | **Black Male** | **Black Female** | **Coloured Male** | **Coloured Female** | **Indian Male** | **Indian Female** | **White Male** | **White Female** | | Management staff |  |  |  |  |  |  |  |  | | Academic staff: full-time |  |  |  |  |  |  |  |  | | Academic staff: part-time |  |  |  |  |  |  |  |  | | Administrative and support staff |  |  |  |  |  |  |  |  |   *Please indicate whether your institution has the following policies indicating yes/no, and upload them as part of the institutional profile. If you do not have some of these policies or if they are included in some other document, indicate so in the comment box.*   |  |  |  |  | | --- | --- | --- | --- | |  | **Yes / No** | **Comment** | **Upload File** | | Staff development policy |  |  |  | | Conditions of service |  |  |  | | Staff equity policy |  |  |  | | Organogram of the institutional management and academic structures, including quality assurance structures. Clearly indicate areas, levels of responsibility and persons responsible. |  |  |  | | Curriculum vitae of Head of institution |  |  |  | | Curriculum vitae of Academic Head |  |  |  | | Curricula vitae of academic staff |  |  |  | | Curricula vitae of administrative/support staff |  |  |  | | Curriculum vitae of external examiners |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4. TEACHING AND LEARNING STRATEGY:**   *Please indicate whether your institution has the following policies indicating yes/no, and upload them as part of the institutional profile. If you do not have some of these policies or if they are included in some other document, indicate so in the comment box.*   |  |  |  |  | | --- | --- | --- | --- | |  | **Yes / No** | **Comment** | **Upload File** | | Policy for the monitoring and evaluation of teaching and learning or equivalent |  |  |  | | Budget for the support and development of teaching |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5. ASSESSMENT AND EVALUATION PROCESS AND PROCEDURE:**   *Please indicate whether your institution has the following policies indicating yes/no, and upload them as part of the institutional profile. If you do not have some of these policies or if they are included in some other document, indicate so in the comment box.*   |  |  |  |  | | --- | --- | --- | --- | |  | **Yes / No** | **Comment** | **Upload File** | | Assessment policy |  |  |  | | RPL policy (if different from above) |  |  |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **6. CERTIFICATION:**   *Please indicate whether your institution has the following policies indicating yes/no, and upload them as part of the institutional profile. If you do not have some of these policies or if they are included in some other document, indicate so in the comment box.*   |  |  |  |  | | --- | --- | --- | --- | |  | **Yes / No** | **Comment** | **Upload File** | | Policies/procedures for the certification of qualifications |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **7. POSTGRADUATE POLICIES AND PROCEDURES:**   *If your institution offers postgraduate programmes please indicate whether your institution has the following policies indicating yes/no, and upload them as part of the institutional profile. If you do not have some of these policies or if they are included in some other document, indicate so in the comment.*   |  |  |  |  | | --- | --- | --- | --- | |  | **Yes / No** | **Comment** | **Upload File** | | Policies/procedures for the appointment of supervisors |  |  |  | | Policies and procedures for the admission of students to postgraduate degree |  |  |  | | Policies/procedures for the appointment of external examiners |  |  |  | | Policies/procedures for research development |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **8. MANAGEMENT INFORMATION SYSTEM**   The following table requires you to indicate the availability of management information systems to support the management of teaching and learning at your institution. Please, describe the characteristics of the system in relation to the different categories indicated in the space below.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **Technical description  (type of database, e.g. SQL Server)** |  | | **Fields of information  (e.g. biographical information, performance, etc.)** |  | | **Periodicity of reports  (annual, quarterly)** |  | | **Purpose of the report  (e.g. Faculty academic committee meeting)** |  | | **Security features implemented  (describe)** |  | | **Online access for academic staff  (yes/no)** |  | | **Online access for students (yes/no)** |  | | |



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **9. NAME, TYPE AND LOCATION OF LIBRARIES**  *Provide details on any recent improvements to the provision of library facilities available to staff and to students (library space, books, journals, access to the internet). The response should chart the history of progress since the first application for accreditation.*   |  | | --- | |  |   **If the institution has more than one library, please press the "Add Library" button to Add information about all your libraries.**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **Name** |  | | **Type  (general; Social Science)** |  | | **Location  (site of delivery)** |  | | **Number of Professional Staff attached to the library** |  | | **Working hours  (e.g. Mon-Fri 08-20.00; Sat 09-13.00)** |  | |  | | | Delete Entry | | | | Add - library |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **10. GENERAL LIBRARY BUDGET: (in Rands)**  *Please complete the following information in relation to your institution's infrastructure*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **2008/9** | **2009/10** | **20010/11** | **20011/12** | **2012/13** | **Comments** | | Acquisition of Books |  |  |  |  |  |  | | Journal Subscriptions |  |  |  |  |  |  | | Online Journals |  |  |  |  |  |  | | Library Website |  |  |  |  |  |  | |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **11. NAME AND TYPE OF LABORATORIES**  *Please complete the following information in relation to your institution's infrastructure*   *Provide details on any recent improvements or additions to the specialised facilities available to staff and to students (for example, programme-specific facilities such as studios, theatres, cameras, lighting, design rooms etc).*   |  | | --- | |  |   *If the institution has more than one laboratory, please press the "Add Laboratory" button to Add information about all your laboratories.*   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **Name** |  | | **Type (Physics,**  **Bio-chemistry)** |  | | **Location** |  | | **Number technical staff** |  | | **Budget  (Rands)** |  | |  | | | Delete Entry | | | | Add - laboratory | |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **12. IT INFRASTRUCTURE:**  *Please complete the following information in relation to your institution's infrastructure.*   *Provide details of computer resources available to staff and to students.*   |  | | --- | |  |   *If the institution has more than one type of computer, please press the "Add Type" button to Add information about all other computer types.*   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **Location  (e.g. Social Science Faculty)** |  | | **Number of New Computers  (less than 18 months old)** |  | | **Number of Std. Computers  (from 18 months to 4 years old)** |  | | **Number of Old Computers  (older than 4 years)** |  | | **Number of Technical Support Staff** |  | | **Usage: Number of Computers used by Academic Staff** |  | | **Usage: Number of Computers used by Students** |  | |  | | | Delete Entry | | | | Add | |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **13. LECTURE ROOMS**  *Please indicate the number of lecture rooms for your institution and their total capacity (e.g. 5 lecture rooms of capacity 100, 2 lecture rooms of capacity 250, etc.)**.*   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **Total Capacity  (e.g. 100 students)** |  | | **Number of Lecture Halls/Rooms  (e.g. 5)** |  | | **Location: Main Campus** |  | | **Location: Site (name)** |  | |  | | | Delete Entry | | | | Add - lecture room | |      |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **14. INFRASTRUCTURE:**  *Please complete the following information in relation to your institution's infrastructure*   *Please indicate whether your institution has a documented financial plan, by indicating yes/no, and upload the relevant document. If you do not have such a plan, please use the comment box to explain.*   |  |  |  |  | | --- | --- | --- | --- | |  | **Yes / No** | **Comment** | **Upload File** | | Financial plan for the maintenance and upgrading of infrastructure |  |  |  | | Are the facilities owned by the institution? If No then please upload a copy of the lease agreement. |  |  |  | |      |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **15. STATUS OF PROGRAMME OFFERINGS:**   *In the table below provide information about the registration status of your programmes and sites of delivery. Please, ensure that your information is updated as and when required.*   |  |  |  |  | | --- | --- | --- | --- | |  | **Yes / No** | **Comment** | **Upload File** | | List of programmes indicating the registration status with the DoE. |  |  |  | | List of accredited HE programmes with proof of registration of qualifications with SAQA. |  |  |  | | |