

**SER Submission Checklist Feedback**

INSTITUTION:

DATE:

|  |  |  |  |
| --- | --- | --- | --- |
| **CHECKLIST** | **Y** | **N** | **COMMENTS (IF ANY)** |
| **Sign-off** | | | |
| Has the SER been signed off by? |  |  |  |
| Dean of faculty |  |  |  |
| Head of Programme |  |  |  |
| Quality Assurance Representative |  |  |  |
| **Self-evaluation Report** | | | |
| Have the SER criteria been completed? |  |  |  |
| Criterion 1 |  |  |  |
| Criterion 2 |  |  |  |
| Criterion 3 |  |  |  |
| Criterion 4 |  |  |  |
| Criterion 5 |  |  |  |
| Criterion 6 |  |  |  |
| Criterion 7 |  |  |  |
| Criterion 8 |  |  |  |
| Criterion 10 |  |  |  |
| Criterion 11 |  |  |  |
| Criterion 12 |  |  |  |
| Criterion 13 |  |  |  |
| Criterion 14 |  |  |  |
| Criterion 15 |  |  |  |
| Criterion 17 |  |  |  |
| Criterion 18 |  |  |  |
| Criterion 19 |  |  |  |
| **Baseline Data Tables** | | | |
| Have you completed the online tables? |  |  |  |
| Table 4.1 A Profile of programme and contact details of head of programme |  |  |  |
| Table 4.1 B Contact person |  |  |  |
| Table 4.1 C Location of programme |  |  |  |
| Table 4.1 D Additional sites of delivery |  |  |  |
| Table 4.5 A Income |  |  |  |
| Table 4.5 B Expenses |  |  |  |
| Table 4.5 C Student Support |  |  |  |
| Table 4.6 A Academic qualifications |  |  |  |
| Table 4.6 B Demographic profile of staff in the Department/Unit |  |  |  |
| Table 4.7 Bachelor of Social Work: Demographic Table indicating student rate of completion |  |  |  |
| **Institutional self-evaluation against criteria** | | | |
| Have you rated each criteria**?** |  |  |  |
| Criterion 1 |  |  |  |
| Criterion 2 |  |  |  |
| Criterion 3 |  |  |  |
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| Criterion 14 |  |  |  |
| Criterion 15 |  |  |  |
| Criterion 17 |  |  |  |
| Criterion 18 |  |  |  |
| Criterion 19 |  |  |  |