

**SER Submission Screening Form**

INSTITUTION:

DATE:

|  |  |  |  |
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| **INTERNAL SCREENING** | **Y** | **N** | **COMMENTS (IF ANY)** |
| **Sign-off** | | | |
| Has the SER been signed off by Dean of Faculty/ Head of School? |  |  |  |
| Has the SER been subjected to the revelant institutional quality assurance procedures? |  |  |  |
| Has the SER been signed off by Deputy Vice –Chancellor responsible for academic affairs ? |  |  |  |
| Are the details of the programme consistent with the data that follows? |  |  |  |
| **Self-evaluation Report** | | | |
| Have the SER sub topics been completed |  | |  |
| Preamble |  |  |  |
| Institutional Alignment |  |  |  |
| Purpose |  |  |  |
| NQF level and credits |  |  |  |
| Students recruitment, selection, admission and support |  |  |  |
| Graduate Attributes: Knowledge |  |  |  |
| Skills |  |  |  |
| Applied Competence |  |  |  |
| Academic staff resources |  |  |  |
| Administrative and support staff resources |  |  |  |
| Teaching and learning strategy |  |  |  |
| Contexts and conditions for assessment |  |  |  |
| Progression |  |  |  |
| Programme effectiveness and impact |  |  |  |
| Programme coordination |  |  |  |
| **General Comment**  Example of above-threshold practice |  |  |  |
| Improvement areas |  |  |  |
| Proposed timelines |  |  |  |
| **Data Tables** | | | |
| Have the institution completed and submitted these data tables? |  | |  |
| Table : Modules, credits and notional study hours |  |  |  |
| Table : Intergrated LLB (480 credits) |  |  |  |
| Table : Second degree LLB (240 ) if applicable |  |  |  |
| Table : Academic staff profile |  |  |  |
| Table : Full time academic staff profile by level |  |  |  |
| Table : Academic staff profile by qualification and  experience |  |  |  |
| Table : Administrative , technical and support staff profile |  |  |  |
| Table : Full time support staff ( administrative, technical , academic support) and responsibilities |  |  |  |
| Table : Graduation Rates |  |  |  |
| Table : Throughput and Graduate rates by entrant cohort |  |  |  |
| **Institutional self-evaluation other supporting documents** | | | |
| Site visit document reference map |  | |  |
| Other supporting documents |  |  |  |
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