

## TEMPLATE 1

### INSTITUTIONAL PROFILE DATA

#### INSTRUCTIONS

The aim of this template is to capture data and information associated with your institution. This information can be updated as required particularly where substantive changes occurs such as an additional of a branch campus or change of status from College to University.

Before commencing any of the following documents please ensure that the Institutional data is updated.

- Self Study Report for Institutions
- Self Study Report for Programs
- Annual reports
- Periodic reports
- Conditional accreditation reports

#### A. General Information

1. Name of Institution	
2 Name of Rector	<b>3. Contact Information</b> Address Telephone Email
4 Name of Vice Rectors	<b>5. Contact Information</b> Address Telephone Email
	<b>Contact Information</b> Address

	<b>Telephone</b>  <b>Email</b>
	<b>Contact Information</b>  <b>Address</b>  <b>Telephone</b>  <b>Email</b>
	<b>Contact Information</b>  <b>Address</b>  <b>Telephone</b>  <b>Email</b>
	<b>Contact Information</b>  <b>Address</b>  <b>Telephone</b>  <b>Email</b>
	<b>Contact Information</b>  <b>Address</b>  <b>Telephone</b>  <b>Email</b>
6 Name of Dean of Quality Assurance	<b>7. Contact Information</b>  <b>Address</b>  <b>Telephone</b>  <b>Email</b>

## B. Institutional Profile

The Institutional Profile is a summary of information and statistical data that provides a clear picture of the institution.

**1. A brief summary of the institution's history, brief description of branch campuses/ locations, total number of colleges, programs, institutes, research units /research chair /research centers, medical hospitals and centers, plus descriptions of scale and range of activities**

**2. A description of the management and organizational structure using an organizational chart**

**3. Summary information about the institution's accreditation status including the outcomes of any previous institutional reviews, and any conditions that were established**

**4 A description of the institution's quality assurance arrangements, priorities for development, and any special issues affecting its operations**

**5 A summary of the institution's strategic plan (a copy of the actual strategic plan should be available)**

**6. A list of the institution's achievements, awards, and significant accomplishments**

Periodic Institutional Profile Template A1: Programs Data

Institution \_\_\_\_\_ College \_\_\_\_\_ Date \_\_\_\_\_

NCAAA requires each college within the applying institution to complete Template A1 and A2 as part of the accreditation eligibility process.

No.	Program Name	Start Date	Total Student Enrollment		No. of Ph.D. Faculty				No. of Teaching Staff				Ratio of Total Students to Teaching Faculty	Ratio of Male Students to Teaching Faculty	Ratio of Female Students to Teaching Faculty	Average Class Size		Average Teaching Load	
			M	F	M	F	M	F	M	F	M	F				M	F		
1																			
2																			

3																			
4																			
5																			
6																			
7																			
8																			

## Periodic Institutional Profile Template A2: Programs Data

**Institution** \_\_\_\_\_ **College** \_\_\_\_\_ **Date** \_\_\_\_\_

### Preparatory or Foundation Programs

Streams or Sections	Male Students	Female Students	Total Students	Number of Teaching Staff (full time equivalent equals teaching 15 credit hours per week)

### Number of Graduates in the Most Recent Year

	Undergraduate Students	Post Graduate Masters Students	Post Graduate Ph.D. Students
Male			
Female			
Totals			

**Mode of Instruction – Student Enrollment** (excluding preparatory program)

Students	On Campus Programs			Distance Education Programs		
	Full time	Part time	FTE	Full time	Part time	FTE
Male						
Female						
Totals						

**Note:** FTE (full time equivalent) for part time students assume a full time load is 15 credit hours and divide the number of credit hours taken by each student by 15 (use this formula only for part time students).

**Mode of Instruction – Teaching Staff** (excluding preparatory program)

Number of Teaching Staff	On Campus Programs			Distance Education Programs		
	Full time	Part time	FTE	Full time	Part time	FTE
Male						



Female						
Totals						

**Note:** Teaching staff includes tutors, lectures, and assistant, associate and full professors. This does not include research, teaching, or laboratory assistants. Academic staff who oversee the planning and delivery of teaching programs are included (e.g. head of department, dean for a college, rector and vice rectors).

**Apparent Student Completion Rate:** The number of students who graduated in the most recent year as a percentage of those who commenced those programs in that cohort four, five, or six years previously (e.g. for a four year program the number of students who graduated as a percentage who commenced the program four years previously).

Students	Undergraduate Programs			Postgraduate Programs	
	Four Years	Five Years	Six Years	Master	Doctor
Male					
Female					
Totals					

### Land and Building Summary

	<b>Total Land Area (Square Meters)</b>	<b>Land Area per Student (Square Meters)</b>	<b>Total Building Space (Square Meters)</b>	<b>Building Space per Student (Square Meters)</b>
<b>Main Campus</b>				
<b>a. Branch/Location</b>				
<b>b. Branch/Location</b>				
<b>c. Branch/Location</b>				
<b>d. Branch/Location</b>				
<b>Totals</b>				

### Periodic Program Profile Template B: College Data

College: \_\_\_\_\_ Program: \_\_\_\_\_

\*(On Campus Programs, Distance Learning)

Nationality	Academic Rank	General Specialty	Specific Specialty	Institution Graduated From	Degree	*Study Mode	List Courses Taught This Academic Year	Full or Part Time	
								F/T	P/T


**Number of Graduates in the Most Recent Year**

	<b>Undergraduate Students</b>	<b>Post Graduate Masters Students</b>	<b>Post Graduate Ph.D. Students</b>
Male			
Female			
Totals			

**Apparent Student Completion Rate:** The number of students who graduated in the most recent year as a percentage of those who commenced those programs in that cohort four, five, or six years previously (e.g. for a four year program the number of students who graduated as a percentage who commenced the program four years previously).

Students	Undergraduate Programs			Postgraduate Programs	
	Four Years	Five Years	Six Years	Master	Doctor
Male					
Female					
Totals					

**Mode of Instruction – Student Enrolment** (excluding preparatory program)

Students	On Campus Programs			Distance Education Programs		
	Full time	Part time	FTE	Full time	Part time	FTE
Male						
Female						
Totals						

**Note:** FTE (full time equivalent) for part time students assume a full time load is 15 credit hours and divide the number of credit hours taken by each student by 15 (use this formula only for part time students).

**Mode of Instruction – Teaching Staff** (excluding preparatory program)

Number of Teaching Staff	On Campus Programs			Distance Education Programs		
	Full time	Part time	FTE	Full time	Part time	FTE
Male						
Female						
Totals						

**Note:** Teaching staff includes tutors, lectures, and assistant, associate and full professors. This does not include research, teaching, or laboratory assistants. Academic staff who oversee the planning and delivery of teaching programs are included (e.g. Head of Department, Dean for a college, Rector and Vice Rector).