**Self-Review Report 07**

**Offshore**

**for the**

**<Program Name>**

**<*Nama Program*>**

**at**

**<University Name>**

**<Location>**

**<Date>**

**CONFIDENTIAL**

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## **FORM A : GENERAL INFORMATION ON THE EDUCATION PROVIDER**

|  |  |
| --- | --- |
| **EDUCATION PROVIDER** | |
| Name of the EP : |  |
| Date of establishment: |  |
| VC / CEO : |  |
| Email : |  |
| Address : |  |
| Correspondence (if different from above) : |  |
| Tel : |  |
| Website : |  |

|  |  |
| --- | --- |
| **OFFSHORE PROVIDER** | |
| Name of the EP : |  |
| Address : |  |

1. Contact person for study information

|  |  |  |
| --- | --- | --- |
| i. | Name and Title | : |
| ii. | Designation | : |
| iii. | Tel | : |
| iv. | Fax | : |
| v. | Email | : |

1. Suggestion date for accreditation assessment

|  |
| --- |
| i. |
| ii. |
| iii. |

## **FORM B: PROGRAMME DESCRIPTION**

1. Name of the programme (as in the scroll to be awarded):
2. MBOT Technology Fields :
3. Mode of study (e.g., full-time/part-time):
4. Mode of offering: (please (/) where appropriate)

|  |  |
| --- | --- |
| Undergraduate Programme | |
| Coursework |  |
| Industry Mode |  |
| Others |  |

1. Mode of delivery (please (/) as appropriate):

|  |  |
| --- | --- |
| Conventional |  |
| Open and Distance learning (ODL) |  |
| 2u2i |  |
| Work based learning (WBL) |  |

1. Study session will begin :
2. Purpose of an audit :
3. Information about location/institution profile :
4. Financial implications :

## **FORM C: GENERAL CRITERIA**

**Criteria 4 : Teaching And Support Staff**

1. Implement well-defined EP recruitment policies, criteria, and other related processes for teaching staff (Refer 5.1.1)
2. Appoint an industry mentor for all industrial-based learning in the programme conducted through Industrial Mode/Apprenticeship (WBL programme) (Refer 5.1.1)
3. Register all qualified teaching staff as GT or QT (Refer 5.1.2)
   1. Provide list of academic staff

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name and Designati-on of Academic Staff | Appointment Status (full-time, part-time, contract, etc.) | Nationality | Teaching Load | | | Academic Qualifications | | Research Focus Areas  (Bachelor and above) | Past Work Experience | | Other Information (Certificate or Professional license) |
| Teaching Module | Hour / Week | Semester | Qualifications, Field of Specialisation, Year of Award | Name of Awarding Institution and Country | Emplo-yer | Years of Service (start and end) |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |

* 1. Provide curriculum vitae of each academic staff teaching in this programme, which contains the following:

1. Name
2. Academic Qualifications
3. Current Professional Membership
4. Current Teaching and Administrative Responsibilities
5. Previous Employment
6. Training
7. Research, Publications and Conference
8. Consultancy
9. Other Relevant Information
10. Ensure that at least one teaching staff member is a Professional Technologist (Ts.) or Certified Technician (Tc.) registered under MBOT or make efforts towards complying with the criteria (Refer 5.1.2)
11. Ensure that all academic staff have appropriate competency levels for teaching practical-oriented courses within the programme (Refer 5.1.3)
12. Establish policies on research, publication, product development, and consultation (Bachelor’s Degree programme) (Refer 5.1.4)
13. Well-define and implement the recruitment policies and criteria for technical support staff (Refer 5.2.1)
14. Register all qualified technical support staff as QT (Refer 5.2.2)
    1. Provide list of technical staff

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Qualification** | **Other Information (Certificate or Professional license)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

* 1. Provide curriculum vitae of each technical staff in this programme, which contains the following:

1. Name
2. Academic Qualifications
3. Current Professional Membership
4. Previous Employment
5. Training
6. Consultancy
7. Other Relevant Information
8. Ensure that the teaching facility is adequately staffed to enable its intended function (Refer 5.2.3)
9. Hire adequate administrative staff to support the programme (Refer 5.3.1)
10. Establish a recruitment policy and criteria for administrative support staff at EP (Refer 5.3)
11. Provide a clear guideline for encouraging industry engagement among the teaching and technical support staff at EP (Refer 5.4)
12. Maintain continuous industry engagement to ensure teaching and learning activities are industry relevant at EP (Refer 5.4)
13. Implement an assessment system for staff annual evaluation and appraisal at EP (Refer 5.5)
14. Establish a mechanism for students to evaluate the quality of teaching and learning activities at EP (Refer 5.5)
15. Ensure teaching staff undergo a structured teaching and learning training course (Refer 5.6)

**Criteria 5 : Educational Resources**

1. Provide sufficient and appropriate educational resources to ensure the effective delivery of the programme (Refer 6.0)
   1. List of physical facilities for teaching and learning activities.
   2. List of equipment of HT and HV.
2. Consider safety factors in the educational resources' planning and operation (Refer 6.0)
3. Consider environmental, sustainability, cultural, professional, ethical and legal factors in the educational resources' planning and operation (Refer 6.0)
4. Ensure the facility's quality, availability, relevancy, and utilization within the programme (Refer 6.1)
5. Provide adequate and suitable experimental and practical facilities for access (Refer 6.1)
6. Ensure that the equipment reflects modern technology practices (Refer 6.1)
7. Provide adequate physical facilities for the programme (Refer 6.1)
8. Ensure the equipment to student ratio of 1:4 or better (Refer 6.1)
9. Ensure that facilities for students’ life on campus are satisfactory (Refer 6.1)
   1. List of facilities provided for well being of students e.g. hostel, café, CCTV, sport and recreational, health center, student center and transportation, among others.
   2. List of Resource Center Management / Librarian

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Qualification** | **Other Information (Certificate or Professional license)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. Provide adequate research laboratories and equipment relevant to the learning activities (Refer 6.2)
   1. List of research and development facilities.
2. Ensure that research and development or innovation facilities are accessible (Refer 6.2)
3. Demonstrate financial viability and sustainability for the operation and maintenance of the programme (Refer 6.3)
4. Implement a systematic procedure to ensure that financial resources are sufficient and managed efficiently within the programme (Refer 6.3)