

Uganda Martyrs University

Quality Assurance Directorate

Programme Assessment Guide (Tool)

General information at the programme level	
Name of institution:	
Name of programme:	
Programme Rationale	States the rationale giving clear justification (why you think the programme should be developed). Bear in mind the vision and mission of the institution and the faculty/school/Institute/department. It covers the purpose and the relevance of the programme and it is broad-based. As you develop the programme it is important to keep in mind the rationale. If it is a reviewed programme, you need to indicate it in the preamble clearly, specifying duration you have taught it and give the rationale for the review.
Programme objectives	This is to be stated clearly to reflect what the programme intends to achieve.
Learning outcomes	These are designed to reflect the competencies that the learners will achieve at the end of the programme . The learning outcomes needs to be formulated using action verbs and should take care of bloom's taxonomy.
Entry requirements	Could be through direct entry at 'A' level or at 'O' level. It could also be through mature age entry and the passes are to be at the same sitting. It should be in line with the guidelines provided by NCHE.
Duration	Indicated in terms of academic year(s). Show the number of teaching weeks and the examination weeks per semester. For practical subjects indicate the hours for practicum according to NCHE guidelines.
Grading system	Show the grading system in line with that provided by NCHE.
Curriculum structure (General overview of programmes matrix)	-Indicate the contact hours and credit units for all course units. Pay attention to sequencing of course units for purpose of logical flow and cohesion in delivery of the programme. -Align the courses to the objectives of the programme.
Academic staff (e.g. availability of core staff)	Show list of academic staff indicating the following: <ol style="list-style-type: none"> i. level of qualification, ii. the institution from which the staff completed their studies, iii. year of completion, iv. area of study, v. designation e.g. lecturer, senior lecturer, vi. whether full or part-time and vii. the prescribed workload. NB: Ensure that the staff qualifications are genuine. This will help in determining whether or not the staff qualify to teach the course.
Infrastructure	Give a description of the available basic infrastructure, facilities, equipment and other resources that will be used to support the delivery of this programme.

Programme contents (course level)	
Course name	Clearly indicate the course name. The name should reflect the course content in each semester.
Course code	Indicate the course code in the order in which the course will be delivered.
Level of course	This refers to the level at which the course will be delivered. Take note that it meets the minimum standards required by NCHE.
Credit units	Clearly show the load in line with the NCHE guidelines.
Brief course description	Make a brief course description capturing the core aspects that each course covers.
Objectives	Develop objectives that shows what the course is intended to achieve.
Learning outcomes	These are designed to reflect the competencies that the learners will achieve at the end of the course . The learning outcomes needs to be formulated using action verbs and should take care of bloom's taxonomy (knowledge, skills and attitudes)
Detailed course description (contents)	Describe the content in details and aligned it to the programme.
Mode of delivery	Show the appropriate various mode of delivery that will help the learners acquire the needed skills.
Mode of assessment	Show the mode of assessment mode. It could be oral or written examination, practicum or both depending on the nature of the course and the skills being assessed.
Study materials	Give a list of references taking care of: relevance to course, how recent, adequate/exhaustive, consistency in writing (referencing system)
Writing style and grammar	Take care of the sentence construction, spelling, and grammar. On the whole, edit your document before submitting it for assessment.
Minimum standards (NCHE)	Ensure that the programme meets the minimum standards/requirements of the NCHE

a. Curriculum development/review at Uganda Martyrs University

NB: From the academic units, each developed/reviewed curriculum needs to be presented to the Curriculum Review Committee of Senate (CRCS) for quality check. If the developed/reviewed programme meets the requirement of NCHE, it is reported/presented to senate by Chair of CRCS. A **hard and soft copy** will then be submitted to National Council for Higher Education by the office of the DVC-AA and finally a report on the accredited programme will be given to the Uganda Martyrs University Governing Council.

b. Submission to NCHE

Every programme for **submission should go through the reception of NCHE** for it to be recorded.

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