


Doc no.	Revision no. - 0	Effective Date: 2022-11-18	
EAB- A13-P.		See Note-3	
<b>Subject: Tables and Forms for Use with Self-Study Submission</b>			
Compiler JS/ACCY	Approving Officer EAB Chair	Next Revision: 2025-MM-DD	No of Pages: 26

## TABLES AND FORMS FOR USE WITH SELF STUDY SUBMISSION

Note: 1. Viewers and HEIs which utilised this document will note that this present version of EAB-A13 contains an additional Worksheet named "Prog Data".

Note-2: The Previous Table-1 has been split into two separate Worksheets in this document > (I) "Prog Data" (short for Programme data) and Table-1. The Prog Data is now essentially for compilation of programme data (Lecture hours, etc), while Table-1 is now used for computation of the Credits for each Knowledge Area

Note: 3. HEIs already engaged in compiling their Self Study Submission on the basis of the previous version of Table-1 may continue doing so and make their submission on that basis. The EXCEL Worksheets in this document are effective for all new submissions as from January 2023 in response to EAB-A12.

Note-4: This format change implies no change in the programme or its assessment or evaluation.

**Doc Reference: EAB-A-13-P**

**Short Title: Tables and Forms for SELF-STUDY SUBMISSION**

**This version: 18-November -2022 [EXCEL VERSION]**

**Document Version:** Initial Draft was adapted on ECSA (under ECSA-IEM MoU)

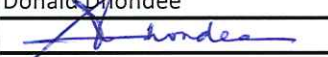
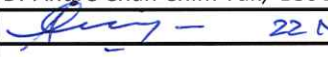
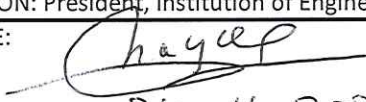
**CHANGES in this documents:** Notes inserted. Qualifier "OPTIONAL" removed, as approved at Core Group Meeting of 17 November 2022. As explained in Notes-1 & 2: Original Table one now comprises two worksheets: <Prog Data> for compilation

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# DATA Table: Hours of Study

READ THIS: This OPTIONAL format differs from that of EAB-A13-P in that Worksheet "Prog DATA" serves only for compiling Hours of Study. The Multiplier data for computing Total Notional Hours (TNH) in Columns F, J, N, R and U come from <NewTable-1A>. Knowledge Area credits are computed in NewTable-1.

INSTRUCTIONS: Complete the table for all semesters in the format shown; if electives are present, indicate number to be taken. For each mode of delivery, viz. Lectures, Tutorial sessions, Practical sessions enter the number of sessions and the duration (in hours) of each session. For Assignments and Assessments (examination) enter the number of hours recorded. In the column "OTHER" insert relevant data for other approved delivery mode (Virtual ?). Credits are calculated using the formula in EAB-A-1-P Section 6. For elective courses in each semester insert either the number of courses or the total credits that must be completed. EXCEL will compute Total Contact Hours (TCH) from Data entered in this Sheet and TNH from the TCH and Multiplier from NewTable-1A.

Course/Module	Time Units (hours), Total Contact Hours (TCH) & Total Notional Hours (TNH)																		
	LECTURE SESSIONS			TUTORIAL SESSIONS			PRACTICAL SESSIONS			OTHER (if applicable) E-Learning/Virtual?			ASSIGNMENT		ASSESSMENT		TOTAL Notional Hours for Modules and program		
	No (L)	Time T <sub>L</sub> =	TCH C+D	No (T)	Time T <sub>T</sub> =	TCH G+H	TCH I*M <sub>T</sub>	No (P)	T <sub>P</sub> =	TCH K*L	TCH M**M <sub>P</sub>	Other (X)	T <sub>X</sub> =	TCH O*P	TCH Q*M <sub>X</sub>	TCH Hours (A)		TCH Hours (E)	TNH (E*M <sub>L</sub> )
<b>YEAR-1 Semester 1: Compulsory Module</b>																			
Example "Module"	39.00	0.75	29.25	13.00	0.75	9.75	9.75	12.00	2.00	24.00	24.00	-	0.75	-	-	20.00	5.00	15.00	127.25
Y1S1M2 s1cm2																			
Y1S1M3 s1cm3																			
Y1S1M4 s1cm4																			
Y1S1M5 s1cm5																			
Y1S1M6 s1cm6																			
Y1S1M7 s1cm7																			
<b>Electives: x number/credits required</b>																			
Y1S1E1 s1e1																			
Y1S1E2 s1e2																			
<b>YEAR-1 Sub-Total SEMESTER-1</b>	<b>39.00</b>		<b>29.25</b>	<b>13.00</b>	<b>9.75</b>	<b>9.75</b>	<b>12.00</b>	<b>12.00</b>	<b>24.00</b>	<b>24.00</b>	<b>24.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20.00</b>	<b>5.00</b>	<b>-</b>	<b>127.25</b>
<b>Semester 2: Compulsory Modules</b>																			
Y1S2M1 s2cm1																			
Y1S2M2 s2cm2																			
Y1S2M3 s2cm3																			
Y1S2M4 s2cm4																			
Y1S2M5 s2cm5																			
Y1S2M6 s2cm6																			
Y1S2M7 s2cm7																			
<b>Semester 2: Electives: x number/credits required</b>																			
Y1S2E1 s2e1																			
Y1S2E2 s2e2																			
<b>YEAR-1 Sub-TOTAL SEMESTER-2</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL- YEAR 1 (Semesters 1 &amp; 2)</b>	<b>39.00</b>		<b>29.25</b>	<b>13.00</b>	<b>9.75</b>	<b>9.75</b>	<b>12.00</b>	<b>12.00</b>	<b>24.00</b>	<b>24.00</b>	<b>24.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20.00</b>	<b>5.00</b>	<b>-</b>	<b>127.25</b>
<b>COMPLETE for Year2, 3 and 4</b>																			
<b>Total for programme including required number of credits for electives</b>																			

\* If applicable to the programme



# Table 1: Programme Structure and Course/Module Details

Document No.:  
 Effective Date:  
 Rev No:

INSTRUCTIONS: Complete the table for all semesters in the format shown; If electives are present, indicate number to be taken. Symbols L, TL etc are as defined in document EAB-A01-P. Insert time Units TL etc in hours or fraction of an hour. Credits are calculated using the formula in EAB-A01-P Section 6. For elective courses in each semester insert either the number of courses or the total credits that must be completed.

Note: In this Sheet (New Table-1) EXCEL will populate Columns A to J automatically from Data in Sheet "Prog Data" and also calculate the data for Column J (CREDITS) by dividing data in Column "I" by 10.

Code	Course/Module Name	Total Notional Hours for each Module/Mode							Total Hours	Credits (Total Hours/10)	Knowledge Area Contribution (Credits)					WIL*
		Lectures	Tutorial	Practical	Other	Assignment	Assessment	Math Sciences			Natural Sciences	Engg Science & Synth	Design & Synth	Comp & IT*	Comp Stud	
<b>Semester 1: Compulsory Courses/Modules</b>																
Example	"Module"	58.50	9.75	24.00	-	20.00	15.00	127.25	12.73							
Y1S1M2	s1cm2	-	-	-	-	-	-	-	-							
Y1S1M3	s1cm3	-	-	-	-	-	-	-	-							
Y1S1M4	s1cm4	-	-	-	-	-	-	-	-							
Y1S1M5	s1cm5	-	-	-	-	-	-	-	-							
Y1S1M6	s1cm6	-	-	-	-	-	-	-	-							
Y1S1M7	s1cm7	-	-	-	-	-	-	-	-							
<i>Electives: x number/credits required</i>																
Y1S1E1	s1e1	-	-	-	-	-	-	-	-							
Y1S1E2	s1e2	-	-	-	-	-	-	-	-							
<b>YEAR-1 Sub-TOTAL SEMESTER-1</b>		58.50	9.75	24.00	-	20.00	-	112.25	11.23							
<b>Semester 2: Compulsory Modules</b>																
Y1S2M1	s2cm1	-	-	-	-	-	-	-	-							
Y1S2M2	s2cm2	-	-	-	-	-	-	-	-							
Y1S2M3	s2cm3	-	-	-	-	-	-	-	-							
Y1S2M4	s2cm4	-	-	-	-	-	-	-	-							
Y1S2M5	s2cm5	-	-	-	-	-	-	-	-							
Y1S2M6	s2cm6	-	-	-	-	-	-	-	-							
Y1S2M7	s2cm7	-	-	-	-	-	-	-	-							
<i>Semester 2: Electives: x number/credits required</i>																
Y1S2E1	s2e1	-	-	-	-	-	-	-	-							
Y1S2E2	s2e2	-	-	-	-	-	-	-	-							
<b>YEAR-1 Sub-TOTAL SEMESTER-2</b>		-	-	-	-	-	-	-	-							
<b>TOTAL- YEAR 1 (Semesters 1 &amp; 2)</b>																
<b>COMPLETE for Year2, 3 and 4</b>																
<b>Total for programme including required number of credits for electives</b>																
<b>*(WIL) Work Integrated Learning, ( If applicable to the programme)</b>																

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## Table 2: Course/Module Assessment Details

**INSTRUCTIONS:** Complete the table for all the courses/modules reported in Table-1 (Column 1 and 2 should be identical to TABLE-1). Insert the type and duration (hours) of assessment components not already contained in the periods given in Table-1. For the type of Assessment use the Key below, and add to it for any type not included.

Key: T = test; Q = quiz; P=Project; E = examination; (insert others if needed)

Course/Module Identification		LECTURERS		Assessment Components: Type and Duration					3-year Average	
Code	Name	*= co-ordinator		1	2	3	4	Total-h E	Class Size	Pass Rate
<b>Semester 1: Compulsory Courses/Modules</b>										
Example	"Module"									
Y1S1M2	s1cm2									
Y1S1M3	s1cm3									
Y1S1M4	s1cm4									
Y1S1M5	s1cm5									
Y1S1M6	s1cm6									
Y1S1M7	s1cm7									
<b>Semester 1: Electives: x number/credits required</b>										
Y1S1E1	s1e1									
Y1S1E2	s1e2									
YEAR-1 Sub-Total SEMESTER-1										
<b>Semester 2: Compulsory Courses/Modules</b>										
Y1S2M1	s2cm1									
Y1S2M2	s2cm2									
Y1S2M3	s2cm3									
Y1S2M4	s2cm4									
Y1S2M5	s2cm5									
Y1S2M6	s2cm6									
Y1S2M7	s2cm7									
<b>Semester 2: Electives: x number/credits required</b>										
Y1S2E1	s2e1									
Y1S2E2	s2e2									
YEAR-1 Sub-TOTAL SEMESTER-2										
TOTAL- YEAR 1 (Semesters 1 &2)										

Document No.:	<b>Table 3: Evidence of Assessment of Outcomes</b>
Effective Date:	
Rev No:	

**INSTRUCTIONS:** see Section 6.4(5) of EAB-A12-P

**Table 3: Evidence of Assessment of Outcomes**

EAB Graduate Attribute	Assessment Details
<b>GA1: Engineering Knowledge: Breadth, depth and type of knowledge, both theoretical and practical</b>	
<i>Learning outcome:</i> Apply knowledge of mathematics, natural science, computing and engineering fundamentals, and an engineering specialisation as specified in Knowledge and Attitude Profiles WK1 to WK4 respectively to develop solutions to complex engineering problems.	
●Where is outcome assessed?	
●How is this outcome assessed?	
●What is satisfactory performance?	
●What is the consequence of unsatisfactory performance?	
<b>GA2: Problem Analysis (complexity of analysis)</b>	
<i>Learning outcome:</i> Identify, formulate, research literature and, analyse complex engineering problems, reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences. with holistic considerations for sustainable development*. Knowledge and Attitude Profile for delivery of GA2: As for GA1, e.g., WK1 to WK4.	
●Where is outcome assessed?	
●How is this outcome assessed?	
●What is satisfactory performance?	
●What is the consequence of unsatisfactory performance?	
<b>GA3: Design and Development of solutions: Breadth and Uniqueness of Engineering problems, that is, extent to which problems are original and to which solutions have not previously been identified or codified</b>	
<i>Learning outcome:</i> Design creative solutions for complex engineering problems and design systems, components or processes to meet identified needs with appropriate consideration for public health, and safety, whole-life cost, net zero carbon as well as resource, cultural, societal and environmental considerations as required. Knowledge and Attitude Profile for delivery of GA3: WK5.	
●Where is outcome assessed?	
●How is this outcome assessed?	
●What is satisfactory performance?	
●What is the consequence of unsatisfactory performance?	
<b>GA4: Investigations: Breadth and Depth of investigations and experimentation</b>	
<i>Learning outcome:</i> Conduct investigations of complex engineering problems using research methods including research-based knowledge, design of experiments, analysis and interpretation of data, and synthesis of information to provide valid conclusions; Knowledge and Attitude Profile for delivery of GA4: WK8	
●Where is outcome assessed?	
●How is this outcome assessed?	
●What is satisfactory performance?	
●What is the consequence of unsatisfactory performance?	
<b>GA5: Tool Usage: Level of understanding of the appropriateness of technologies and tools.</b>	
<i>Learning outcome:</i> Create, select, and apply, and recognise limitations of appropriate techniques, resources, and modern engineering and IT tools, including prediction and modelling, to complex engineering problems. Knowledge and Attitude Profile for delivery of GA5: WK2 and WK6	
●Where is outcome assessed?	
●How is this outcome assessed?	
●What is satisfactory performance?	
●What is the consequence of unsatisfactory performance?	
<b>GA6: The Engineer and the World: Level of knowledge and responsibility for sustainable development.</b>	
<i>Learning outcome:</i> When solving complex engineering problems, analyze and evaluate sustainable development impacts* to: society, the economy, sustainability, health and safety, legal frameworks, and the environment [*Represented by the 17 UN Sustainable Development Goals (UN-SDG)]. Knowledge and Attitude Profile for delivery of GA6: WK1, WK5, and WK7	
●Where is outcome assessed?	
●How is this outcome assessed?	
●What is satisfactory performance?	
●What is the consequence of unsatisfactory performance?	
<b>GA7: Ethics: Understanding and level of practice</b>	
<i>Learning outcome:</i> Apply ethical principles and commit to professional ethics and norms of engineering practice and adhere to relevant national and international laws. Demonstrate an understanding of the need for diversity and inclusion. Knowledge and Attitude Profile for delivery of GA8: WK9	
●Where is outcome assessed?	
●How is this outcome assessed?	
●What is satisfactory performance?	
●What is the consequence of unsatisfactory performance?	



<b>GA8: Individual and Collaborative Teamwork: Role in and Diversity of Team</b>	
<i>Learning outcome:</i> Function effectively as an individual, and as a member or leader in diverse teams and multi-disciplinary, face-to-face, remote and distributed settings. Knowledge and Attitude Profile for delivery of GA8: WK9	
●Where is outcome assessed?	
●How is this outcome assessed?	
●What is satisfactory performance?	
●What is the consequence of unsatisfactory performance?	
<b>GA9: Communication: Level of communication according to type of activities performed</b>	
<i>Learning outcome:</i> Communicate effectively and inclusively on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations, taking into account cultural, language, and learning differences.	
●Where is outcome assessed?	
●How is this outcome assessed?	
●What is satisfactory performance?	
●What is the consequence of unsatisfactory performance?	
<b>GA10: Project Management and Finance: Level of Management and Finance required for differing types of activity</b>	
<i>Learning outcome:</i> Apply knowledge and understanding of engineering management principles and economic decision-making and apply these to one's own work, as a member and leader in a team, and to manage projects and multidisciplinary environments.	
●Where is outcome assessed?	
●How is this outcome assessed?	
●What is satisfactory performance?	
●What is the consequence of unsatisfactory performance?	
<b>GA11: Lifelong learning: Duration and manner</b>	
<i>Learning outcome:</i> Recognise the need for, and have the preparation and ability for (i) independent and life-long learning; (ii) adaptability to new and emerging technologies and (iii) critical thinking in the broadest context of technological change. Knowledge and Attitude Profile for delivery of GA11: WK8.	
●Where is outcome assessed?	
●How is this outcome assessed?	
●What is satisfactory performance?	
●What is the consequence of unsatisfactory performance?	

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# Table 6: Cohort Analysis

**INSTRUCTIONS:** Complete the cohort analysis below for each pathway to the qualification for the intake as a whole.  
 P=Present year (insert actual);  
 For semester-based intake and graduation, replace year of entry by semester of entry.  
 For minimum duration programme other than four years replace number of years in columns.

Pathway:	Group:	Level of Achievement						
		Number Entered 1st year	Dropped Out %	Graduated within 4 years %	Graduated in 5 years %	Graduated in 6 years %	Graduated in 6+ years %	Still Registered %
P								
P-1								
P-2								
P-3								
P-4								
P-5								
P-6								
P-7								
P-8								

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# Table 7: Analysis of student intake

Document No.:		
Effective Date:		
Rev No:		
Instruction: This table is to be prepared for the latest full year intake to the programme. Please add a definition for the admission rating formula for entry.		
Category	Admission Rating	Number Admitted
Cambridge Higher School Certificate (HSc) or equivalent. (A-level, French Baccalaureate, International Baccalaureate, etc.		
Foreign Students Programme transfers		
Other categories (please specify)		
Total first year Intake (D1)		
Midstream Intake (D2)		
(D3)		
(D4)		

**Programme Entry Requirements**

**Definition of Admission Rating:**

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## Table 9: Key Staff Indicators

Document No.:		
Effective Date:		
Rev No:		
<b>INSTRUCTIONS: These statistics relate to departmental staff (not service departments)</b>		
Quantity	Definition	Value
<b>All programmes</b>		
Senior Lecturer Equivalent	SLE	
No of Staff with Ph.D.'s	DE	
No of Staff with Master's Degrees	ME	
No of Staff with Bachelor's Degrees	BE	
No of staff who are Registered with CRPE	RE	
No of Staff Qualified "One Higher" than Programme Taught	QE	
Doctoral Equivalent Index	DI=DE/SLE	
Masters Equivalent Index	MI=ME/SLE	
Professional Registration Index	PI=RE/SLE	
No of Technical Staff	TE	
No of Administrative Staff	AE	
Academic Experience [years/SLE]	Sum/SLE	
Professional Experience [years/SLE]	Sum/SLE	
Journal Papers Index (only subsidy-bearing)	Jl=Sum/SLE	
Conference Papers (only subsidy-bearing)	CI=Sum/SLE	

\* Optional for other types of programmes

INSTRUCTIONS: SUM is the total of the appropriate column in Table 9.

Senior Lecturer equivalents are calculated by applying the following weights to academic staff at the different levels according to :

$$SLE = \sum W_r \times F_r$$

Where  $W_r$  = weighting of Academic Staff member  $r$

Professor= $W_r=1.25$ ; Associate Professor  $W_r= 1.1$ ; Senior Lecturer  $W_r=1.0$ ; Lecturer  $W_r=0.8$ ; Fr=Fraction of time the staff member is employed

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<b>TABLE-10</b> <b>Number of Academic Staff (Full Time/Part time)</b> <b>For past four years</b>				
	Year			
	Current Academic Year-3	Current Academic Year-2	Current Academic Year-1	Current Academic Year
<b>Academic Staff</b>				
(a) Total Number of Full Time Staff (including those servicing other programmes, staff on duty or sabbatical leave				
(b) Full Time Equivalent of academic staff servicing other programmes				
(c) Academic Staff (on duty or sabbatical leave)				
(d) Effective Full Time academic staff (=a-b-c)				
(e) Full Time Equivalent of academic staff from other programmes servicing this programme				
(f) Full Time equivalent of part time academic staff servicing this programme				
<b>Full Time Equivalent Academic Staff (FTES) Contributing to Staff:Student Ratio (=d+e+f)</b>				
<b>Notes:</b>				

If an academic staff member is involved in teaching more than one degree programme then the full time equivalent of that staff has to be calculated.

For Full Time equivalent staff calculations, the following can be used as a basis:

One Full Time Equivalent Staff Member should normally have 12 Lecture-contact hours per week.

Time-Tableled non-contact hours (Tutorial/Laboratory supervision/Project Supervision) are to be considered as half of lecture contact hours. [HEIs to be consulted!]



<p style="text-align: center;"><b>TABLE-11</b> <b>STAFF: STUDENT Ratio</b></p>				
	Year			
	Current Academic Year-3	Current Academic Year-2	Current Academic Year-1	Current Academic Year
<b>Document No.:</b>  <b>Effective Date:</b>  <b>Rev No:</b> <b>INSTRUCTIONS:</b>				
<b>Ratio</b>				

