SECTION ONE: PRELIMINARY INFORMATION (POSTGRADUATE)

1. Title and code number of the program
2. Indication of the level of the program (Master's/doctorate)
3. Credit weighting and hours of the program and its constituent courses
4. Introduction to the program
    a. background to the program (brief history of the program)
    b. intended student recruitment and market
    c. external consultation on program development
    d. number of students in each year
    e. the demand for graduates of the program
    f. key features and characteristics of the program
    g. committee structure for the program
5. Major market(s) of the program
6. Strategies to ensure that the best possible staff and students are recruited
7. Student and stakeholder evaluation and satisfaction
8. Quality of admitted students (what it is, how it is reviewed, monitored and evaluated, whether admission requirements are delivering' the suitable quality and calibre of students, and the evidence of this)
9. Recruitment strategies and practices and their impact
10. Strategies for student retention, and their impact
11. Quality of students admitted to the program comments on
    a. academic quality
    b. equity
    c. numbers and dropout, transfer in and transfer out of the program, and throughput
    d. time taken to complete by students, how many take 4/ / years
    e. completion rates
12. Quality of staff admitted to the program commenting on
    a. academic quality
    b. equity
    c. staff turnover (how many new staff each year and how many staff leave each year, for the current year and preceding two years)
13. Class size
14. Staff/student ratios for programs/supervision
15. Indicators used in review
16. Current strengths and weaknesses
17. Knowledge of stakeholders
18. Stakeholder, advisory and committee input into the program
19. Career development
20. Stakeholder evaluation and satisfaction
21. External relations industry consultants community public agencies graduate employers professional bodies
22. Public information, which is accurate and up-to-date, about
    a. the program
    b. research centres and research work in the Faculty

c. contact details
d. intended learning outcomes
e. postgraduate programs offered and qualifications awarded
f. teaching and learning
g. assessment procedures
h. learning opportunities
i. internships, exchanges and special features
j. views of previous and present students
k. views of employers
23. External review and quality assurance
24. Proposed student and staffing numbers on the program over the next three years
2 . Current strengths and weaknesses
2 . Future directions
2 . Key challenges and prospects
2 . Key opportunities