**Programme Report**

**Academic Year: 20 / 20**

**Beni-Suef University**

**Faculty: ………………..**

**Department: ……………………...**

1. **Basic Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **1- Program Title:** | ……………………………….. | | |
| **2- Program Code:** | …………………………………….. | | |
| **3- Specialization** | ……………………………………. | | |
| **4- Program Type:** | Single □ Dual □ Joint □ | | |
| **5- Department(s) offering the program:** |  | | |
| **6- No. of academic years:** | …………………………….. | | |
| **7- Total no. of hours** | Theoretical hours ( ) practical hours ( ) | | |
| **8-No. of course hours:** | Couse code and title | Theoretical | Practical |
| 1-  2-  3-  4-  5- |  |  |
| **9- Program coordinator** |  | | |
| **10- External Evaluation:** | Available □ Unavailable □ | | |

1. **Professional information**

|  |  |  |
| --- | --- | --- |
| **11- Statistics** | | |
| **- Number of students attended the program this year** | |  |
| **- Number of students obtained the program this year** | | No.: ….. %: …….. |
| **- Direction of program attendance (according to the number of students attended the program through the last 3 years)** | | □ Ascending  □ Descending  □ Constant |
| **-Results of final exam** | | Passed: No…… %  Failed: No. …… % |
| **-Grades of success** | | Excellent: %  Very good: %  Good: %  Pass: % |
| **12-Academic standards** | | |
| **a- Academic Reference Standards:** | ……………………………………………………  ……………………………………. | |
| **b-Intended learning outcomes (ILOs)** |  | |
| **- Knowledge and Understanding:** | Available at the Program Specifications | |
| **- Intellectual skills:** |
| **- Professional and Practical skills** |
| **- General and Transferable Skills:** |
| **13- Support of students of special needs and abilities** | ……………………………………………………  ……………………………………. | |
| **14- Program guide:** | Available □ Unavailable □ | |
| **15-Availability of Regular Evaluation and Revision System for The program** | Available □ Unavailable □  Annual □ Every two years □ | |
| **16- Compatibility of the program structure with ILOs** | ………………………………..  ………………………………. | |
| **17- Administrative and regulation Constraints** | …………………………..  …………………….. | |
| **18- Student assessments for measuring acquisition target education.** | | |
| **- Methods and weight of assessment** | - Written exam  - Practical  - Oral exam…………………………  - Other ………………… | |
| **- Dates of assessment** | -Writing exam: 15th week  -Practical exam 12th week  -Oral exam: 15th week | |
| **- Observations of external evaluator (if found)** | ……………………………  ………………………… | |
| **19-Teaching facilities** |  | |
| **Academic staff** | **Staff to student ratio ……… : …………**  **Adequate □ Inadequate □ To some extent □**  **Why? ……………………………..** | |
| **Lab. Facilities** | **Adequate □ Inadequate □ To some extent □**  **Why? …………………………………………**  **………………………………………………** | |
| **Computers** | **Adequate □ Inadequate □ To some extent □**  **Why? …………………………..**  **……………………………………..** | |
| **Library** | **Adequate □ Inadequate □ To some extent □**  **Why? …………………………..**  **……………………………..** | |
| **Collaboration with stakeholders to train students** | **Adequate □ Inadequate □ To some extent □**  **Why? …………………………..**  **……………………………..** | |
| **20- Suggestions to improve program** |  | |
| **Program structure (courses/ hours)** | **…………………………………………………………**  **…………………………………………………………** | |
| **Suggested new courses** | **…………………………………………………………**  **…………………………………………………………** | |
| **Training and skills** | **…………………………………………………………**  **…………………………………………………………** | |
| **Suggestions by stakeholders** | **…………………………………………………………**  **…………………………………………………………** | |
| **Responsibility** | **…………………………………………………………**  **…………………………………………………………** | |
| **Execution dates** | **…………………………………………………………**  **…………………………………………………………** | |

**Coordinator** **Head of the department**