

CHECKLIST OF DATA AND INFORMATION NEEDED FOR INITIAL PROPOSAL		
Data Item	Description	For Check Mark
1	Background	
	Names of members of Task Force	
	Brief CV of each member	
	Decree of establishment of course	
	How the Task Force undertakes its tasks	
	History of the study program (inc. year of establishment)	
2	Environmental setting	
A	Demand for graduates in pertinent fields (domestic, regional, national and global)	
B	Job market condition and the competence requirement	
C	Industrial and economic growth relevant to the study program	
D	Policy, culture, science and technological trends	
E	Opportunities in domestic, regional, national and global settings	
F	Analysis of stakeholders' needs and expectations.	
G	Role that can be taken in the processes of economic recovery	
H	Entrepreneurship attitude needed	
J	Possibilities for co-operation with interested parties	
3	Graduates (tracer study data)	
A	Employability	
B	Entrepreneurial ability	
C	Waiting time to first job (inc. self-employment)	
D	GPA*	
E	First salary rate	
F	Competitiveness with other graduates	
G	Indications of deficiency	
H	Annual number of graduates in past 5 years	
4	Social and Intercultural Harmony	
Students	Social background	
	Economic background	
	Political background	
	Ethnic background	
	Religious background	
	SWOT indications of need to enhance.	
Staff	Social background	
	Economic background	
	Political background	
	Ethnic background	
	Religious background	
	SWOT indications of need to enhance.	

5	Educational Process	
A1	Average length of study to graduation for last 5 years	
A2	Average duration of final project for last 5 years	
B	Teachers' attendance in class and practical work -	
	- Statistics for the last 5 years	
	- Mechanism to monitor attendance	
C	Student drop out rate for each year for the last 5 years	
	- course stage at drop out	
	- reason for drop out	
D	Teaching evaluation results	
	- student-based	
	- peer-based	
E	Students' proficiency at English	
F	Instructional materials produced	
G	Internships, skill competence training, extra-curricular activities	
H	Qualitative view of academic atmosphere	
6	Students	
A	Number of applicants for last 5 years	
B	Number of admissions for last 5 years	
C	Numbers enrolled for last 5 years	
D	Average a-level results for last 5 years	
E	Geographical distribution for last 5 years	
F	Social distribution for last 5 years	
G	Age for last 5 years	
H	Sex for last 5 years	
J	Total enrolment (student body) for last 5 years	
K	Numbers receiving financial aid and sources of aid for last 5 years	
L	Attractiveness of program for last 5 years	
M	Quality of in-coming students for last 5 years	
N	Total enrolment relative to capacity for last 5 years	
7	Management and Organisation	
A	Mechanism for staff performance evaluation, including incentive schemes	
B	Media/means of communicating between staff, students and administrators	
C	System for distributing workload among staff re. teaching, research, community service and administration.	
D	Existing recruitment policy and mechanism	
E	Transition arrangements for staff development returnees	
F	Involvement in <i>civitas academica</i> decision-making (<i>civitas academica</i> is a Latin expression used in Indonesia to mean academic community or group)	
G	Transparency in allocation and management of funds	
H	Linkage with industry, government institutions, overseas organisations, etc.	

J	Other pertinent aspects of management and organisation.	
8	Staff: academic and supporting	
A	Academic staff profile:	
	(1) numbers x age x degree x full-time x fields of interest x academic rank	
	(2) numbers x pursuing advanced degree x degree pursued x field of interest x expected year of completion	
B	Student-staff ratio: ratio x field of interest x degrees earned x full-time status (i.e. exclude if pursuing advanced degree on leave of absence)	
C	Staff work load: total available academic full-time equivalent (FTE) staff (see Table A.2.1: also note that “sks” is the Indonesian abbreviation for System Credit Unit. See note on GPA, below), and average time devoted for:	
	(1) teaching and supervision by institution	
	(2) research by institution	
	(3) management-related activities by institution	
	(4) service activities by individuals	
	(5) teaching and supervision by individuals	
	(6) research by individuals	
	(7) management-related activities by individuals	
	(8) service activities by individuals	
D	Research: list staff undertaking research in the last 5 years, including titles, duration, level and sources of funding.	
E	Products and/or innovative products: list products produced and certificates earned by workshops and other parts of the institution.	
F	Scientific publication: list published books and manuals authored by staff, articles published in scientific journals sorted by national v. international journal and by national seminar v. international seminar	
G	Supervision: summary table showing the distribution of staff supervising final year projects in the last 5 years x degree x field of interest x academic rank	
H	Patent and other intellectual property rights: list patents and other intellectual property rights by study program.	
9	Physical facilities	
A	Number and type of each room (classroom, labs, workshops, studios, seminar/discussion rooms, library, etc, and for admin – admin room, staff room, etc) x area (m ²) x capacity x average utilisation hours per day x average number of students utilising rooms during odd and even semesters.	
B	Ratio of available space (excluding experimental farm, pilot plant, etc) and academic as well as admin staff, i.e. space/staff.	
C	Number of admin, technician and academic staff and number of students.	

10	Laboratories	
A	Average number of shifts of practical work in odd and even semesters	
B	Average number of students per shift	
C	Average number of students served in connection with their final projects in odd and even semesters	
D	Capacity to provide individual experience - facilities, technicians, operational and maintenance budgets.	
E	Equipment list for equipment greater than \$5000 in value, plus condition and frequency of usage	
F	Manning and funding mechanism for operation and maintenance of strategic equipment	
G	Products and services provided to other institutions, etc.	
11.	Library	
A	Average number of transactions and users per month for last 12 months	
B	Size, relevance and level of obsolescence of the collections – proportion of books published less than ten years previously	
C	Policy of acquisition	
D	Policy of library use by students and staff	
E	Availability of collection, number of library staff and service hours	
F	Electronic and internet facilities	
12	Curriculum	
A	Structure of curriculum, how designed, evaluated and reviewed	
B	Intended core competence and skills expected and how these are implemented in the curriculum	
C	How future competition is accommodated	
D	Feedback solicited from employers	
E	Special features of curriculum	
F	Efforts to develop professionalism, entrepreneurship, ethics and attitude of students	
G	Relevant co- and extra-curricular activities	
13	Funding	
A	Structure of revenue and expenditure in the study program for the last four years. To be presented as in Table A.2.2	
14	Strategic Analysis	
	Present the SWOT based on the above data.	
15	Performance Indicators (baseline, mid- and final)	
A	A-level national exam score	
B	Graduates' average GPA – baseline is all graduates of last two years	

C	Graduates' average length of study – baseline is all graduates of last two years	
D	Graduates' waiting time to first job	
E	(1) Output-input ratio – incoming students v graduates from same batch. (2) annual production of graduates to size of student body	
F	First job salary – baseline to be obtained from tracer study.	
G	Other: (1) level of competitiveness (applicants v admissions) (2) percentage of admissions with this study program as their first choice (3) average first salary of graduates - baseline data must be provided for all above.	

* The Grade Point Average (GPA):

In the American GPA system, in every semester the student gets a letter grade for each course taken. This letter grade is translated into a numerical value or grade point (A=4, B=3, C=2, D=1 and F=0). The student's GPA is calculated by multiplying the grade point for each course by the credit hours of the course and then adding them all together and dividing by the total number of credit hours. Undergraduate students must normally maintain a minimum GPA of 2.0.

The American system is not the only GPA system, but it is probably in widest use.

Two websites that may help put the GPA in perspective for Sri Lanka are:

(1) An Indian site offering advice to students:

<http://www.imahal.com/mentor/archives/d001/q000030.htm>

(2) An Indonesian university's website:

http://www.usakti.edu/pascasarjana/guide/sks_eng.html .