
	Program Self Study Report Template Academic Year 2017/2018 Cairo University-Faculty of Engineering				
	UG 2-SEMESTERS	<input type="checkbox"/>	UG CHS	<input type="checkbox"/>	

2. No. of Enrolled Students Development in Program

Percent of no. of students enrolled this year with respect to the previous three years; No. of students enrolled this year (2017 – 2018) / Average No. of students enrolled in previous years.

Pervious Year	Percent of enrolled students this year / Total No. of Enrolled in previous three years
2018-2017	
2017-2016	
٢٠١٦-٢٠١٥	
٢٠١٥-٢٠١٤	
٢٠١٤-٢٠١٣	
٢٠١٣-٢٠١٢	
٢٠١٢-٢٠١١	
٢٠١١-٢٠١٠	



3. Trends of the No. of Students entering the Program (Increasing, Constant, Decreasing)

Comment and explanation

4. Number & Percent of students succeeding in each course for all semester's (Tables)

- First Term (Fall 2017)

Code	Course	No. of Contact/ Credit Hrs	No of Students Enrolled	No. of Failing students	No. of Passing students	Pass %

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- Second Term (Spring 2018)

Code	Course	No. of Hours	No of Students Enrolled	No. of Failing students	No. of Passing students	Pass %

- Summer semester (Summer 2018) *if applicable*



Code	Course	No. of Hours	No of Students Enrolled	No. of Failing students	No. of Passing students	Pass %

5. Final Exam Results/grades/GPA Distribution (Number & Percent) for Academic Year:

Excellent		Very Good		Good		Pass	
#	%	#	%	#	%	#	%

6. No. of Students completing the program / No. of Students enrolled in the program %s:

No. of graduate students	No. of students enrolled the Program till 2017/2018	Percent of students completed the Program	No. of students completed the Program (in case of CHS only)

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7. Program Faculty Members Distribution based on their Academic Rank/Degree

Professor	Associate Professor	Assistant Professor	Total

- Percent of Faculty / Students: /

8- Faculty Assistance in Program

- Program Assistance in Program

Teaching Assistant	Demonstrator	Total

- Percent of Faculty Assistance / Students: /

9- Administrative Staff in Program

- No. of Administrative Staff in Program
- No. of Technicians in Program

No. of Administrative Staff	No. of Technicians	Total

10- Academic Program Self-Study (Evaluation in Relation to Quality Standards, LOCAL & INTERNATIONAL).

This section includes Standards for each sector in the academic program evaluation and accreditation. Also, Indicators for each standard)



a. Program Administration

- i. Mission & Objectives of the Program (Mission & Objectives of the Program and special Attributes of the Program)

.....

- Effective leadership for Program (write details for next points)

- 1. License, Basic Program bylaws

	<h2 style="text-align: center;">Program Self Study Report Template</h2> <p style="text-align: center;">Academic Year 2017/2018</p> <p style="text-align: center;">Cairo University-Faculty of Engineering</p>				
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2. Program Administration Place

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3. Academic Program Leadership

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4. Organizational Chart

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5. Information and documentation system

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.....

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ii. Financial Resources and Support/Financial Aid (write details for next points)

1. Financial Recourses

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2. Support and Financial Aid

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3. Program Financial Bylaw

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.....

4. Program Fees

.....

.....

5. Program Budget *if applicable*



.....

.....

6. Program Information Technology Infrastructure

.....

.....

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b. Program learning effective & Teaching

i. Program Academic Standards (write details for next points)

1. Specification of Graduate

.....

2. Adoption of Academic Standards

.....

ii. Program Design (write details for next points)

1. Program Structure/Curriculum

.....

2. Program Curriculum /design participation

.....

3. Courses

.....

4. Program Development and Evaluation Processes

iii. Students (write details for next points)



1. Admission Policies & Procedures

.....

2. Academic Advising

.....

3. Academic& Financial Support

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4. Students Program satisfaction

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iv. Faculty (write details for next points)

1. Faculty/Assistance (Adequacy and Efficiency)

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2. Faculty/Assistance Academic Performance

.....

.....

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3. Faculty/Assistance satisfaction

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v. Learning and Teaching (write details for next points)

1. Learning and Teaching polices

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2. Independent/self-learning

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3. Site training and students skills development



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vi. Learning Outcomes Evaluation (write details for next points)

1. Evaluation system and techniques

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2. Review and investigate the results of the evaluation system

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vii. Enhancement and Development (write details for next points)

1. Enhancement and Development plan

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2. Management of Program Quality Assurance

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viii. Indicators of Success of the Program (write details for next points)

1. Indirect assessment Techniques

.....

.....

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2. Program Assessment (Methods of evaluating discrimination and enhancing program competitiveness)

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c. Resources and supporting Facilities of Learning and Teaching

i. Lecture halls and Classrooms

1. No. of Lecture halls for Program (capacity -----student)

2. No. of Classrooms for Program (capacity -----student)



ii. Library

1. Adequacy of the library capabilities

- Student space

- Furniture

- No. of textbook, references in the library dedicated to the program Textbook

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- Library services

- The relevance/suitability of the staff in the library in terms of
 - Number of staff
 - Availability of cadres

Comment and Explanation

iii. Laboratories and Workshops

1. No. of Teaching and research Laboratories/ workshops for the program
2. Student space
3. No. of students per device
4. Appropriate Technical staff

Comment and Explanation

iv. Computers Lab

1. No. of Computer labs & Software Programs per program
2. Percent No. of students : No. of Computers
3. Appropriate Technical staff in Computer labs



Comment and Explanation

v. Adequacy of Site training /internship and Employers Cooperation to provide training opportunities

Comment and Explanation

vi. Effective of Student Support (Academic-Advising/personnel)

1. Academic Advising (*if applicable*)
2. Student Support for distinguished and stumbling
3. Student Appeals and complaints
4. Social and Sportive Activities
5. Student Hostel & Accommodation

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6. Student Nutrition

Comment and Explanation

vii. Quality of learning and Teaching

1. Teaching Methods/Strategies



Planning of Teaching Methods/strategies to develop the intended learning outcomes of the program (teaching methods matrix and standards)

- a. Presence of untraditional pattern of learning (interactive-active learning)
- b. Students perform lab experiment by themselves
- c. Independent learning and self-learning (exist/ not exist)
how to enhance student motivation for self-learning
- d. Student internship and site training
- e. E-Learning and Electronic courses (No. of courses and the extent of activation)
- f. Student surveys (feedback data from student regarding teaching methods) (Annual).

Comment and Explanation

2. Student evaluation to measure their target learning

- a. Formative assessment methods implementation
Available Not Available
- b. Written Exam development (Exam Matrix)
 - ✓ Multiple choice questions (MCQ)
 - ✓ Problem solving questions
 - ✓ Short essay questions (SEQ)
 - ✓ Long essay questions (LEQ)
- c. viva cards

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- exist not exist
- d. Practical exam
- Existence of checklist for clinical skills (medicine programs)
 Objective Structure Clinical Exam: **OSCE**
 applicable not applicable
 - If applicable
 Exist not exist
 - Existence of observation checklist for practical skills
 Objective Structured Practical Exam: OSPE
 applicable not applicable
 - If applicable
 Exist not exist
 - Existence of alignment between different exams (oral-practical-written)
 Exist to some extent not exist
 - Exam results are compatible with normal reference curve
 Compatible to some extent not compatible
 - Blue print exam/roadmap preparation

 - Program Final results trends compared to previous three years

 - There is external examiners for program
 Applicable not applicable
 - Exam tables (appendix)
 - Periodic exams and work year exams results announce

 - Existence of answer key/model answer in control room exam
 Exist not exist
 - Students takes exams answer key/model answer
 Yes no

d. Research Activities and the extent of communication with stakeholders/interested outside the university and service and production sectors

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e. Quality and Development Management

- i. Follow up system and periodic review for weakness points

Effective to some extent not effective

Comment and Explanation

- ii. Bylaws and Faculty/University rules to implement the new program

- iii. Role of internal review/ audit in program development

Effective to some extent not effective

Comment and Explanation

- iv. The use of External reviewers/ examiners/auditors and stakeholder's as a mechanism for program evaluation and development

Applicable not Applicable

Comment and Explanation

- v. The administrative efforts for Partnership and mutual degree With Other Institutions (Partnership Arrangements With Other Institutions)

Applicable not Applicable

f. List of suggestion/proposal for Program Development

- i. Curriculum/program structure (courses/credit hours):

- ii. New Courses :.....

- iii. Training and Skills:



- iv. Requirements of developing Faculty/Assistance skills:.....

Proposals of stakeholder's and Employee for program development:.....

- v. Objectives and development phases target in next year or according to medium term strategy:

- vi. Program Accreditation plan (national from NAQAAE or international)

g. Constrains and Risks facing the program and the Methods and Proposals to deal with them

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ملخص عن البرنامج باللغة العربية

نقاط القوة	نقاط الضعف