

Questionnaire for Heads of Departments

Dear Head of Department,

The Audit Unit of the University wishes to establish the pass/fail/dropout rate of students as well as the level of team work among the lecturers in your department. Please respond to the questions below. Your answers are very valuable to us and will take only a few minutes.

Prof. N. M. Mbajiorgu
(Director, Academic Planning)

Department _____
Programme Option _____
Faculty _____
Duration of programme (undergraduate) _____

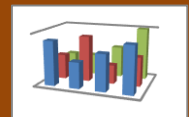
a. Students' Progress: Pass and Dropout Rates.

| Status/Year | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 |
|---|------|------|------|------|------|------|
| Number admitted into the department | | | | | | |
| Number transferred into the department | | | | | | |
| Number transferred out of the department | | | | | | |
| Number that graduated | | | | | | |
| Number that could not continue (that dropped out) | | | | | | |
| Number that could not graduate after the approved number of years | | | | | | |
| Number that deferred their programme | | | | | | |

b. Assurance of Quality of Research performances

1. Please indicate the performance of your graduating students in their project work (undergraduate).

| Year/Grade (numbers) | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 |
|----------------------|------|------|------|------|------|------|
| Excellent (A) | | | | | | |
| Very Good (B) | | | | | | |
| Good (C) | | | | | | |
| Pass (D) | | | | | | |
| Poor (E) | | | | | | |



| | | | | | | |
|----------|--|--|--|--|--|--|
| Fail (F) | | | | | | |
|----------|--|--|--|--|--|--|

2. What number of students' projects from your Department has received awards in the past three years?

| Year | Number of Awards from your university | Number of National awards | Number of International Awards | |
|------|---------------------------------------|---------------------------|--------------------------------|-------------|
| | | | African | Non-African |
| | | | | |
| | | | | |
| | | | | |

c. Quality of Research of the Academic Staff

3. What proportion of the academic staff of your Department are actively involved in research activities, and what proportion of these research activities are relevant to national development?

| | Proportion of staff involved in research | Proportion of staff research relevant to development |
|-----------|--|--|
| 100% | | |
| 75% | | |
| 50% | | |
| 25% | | |
| Below 25% | | |

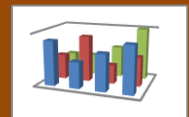
4. Indicate the number of patents, books and articles in academic journals published by academic staff in your Department over the past three years?

| Year | Number of Patents | Number of Books | Number of Academic articles in journals | No record |
|------|-------------------|-----------------|---|-----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

5. What number of your Department's academic staff received national and international research awards over the past three years?

| Year | Number of National awards (including grant from TETFUND) | Number of International Awards | |
|------|--|--------------------------------|-------------|
| | | African | Non-African |
| | | | |
| | | | |
| | | | |

6. What is the total number and amount of research grants in your Department over the last three years?



| Year | | Number of Research Grants | Amount in Naira |
|------|-----------------|---------------------------|-----------------|
| | National grants | | |
| | Foreign grants | | |
| | National grants | | |
| | Foreign grants | | |
| | National grants | | |
| | Foreign grants | | |

7. What is the total annual budget allocated to research in the university

| Year | Amount (In Naira) |
|------|--------------------|
| | |
| | |
| | |

d. Team Work among Staff (Please rate for an individual lecturer):

| Items | The lecturer | Always | Very Often | Often | Rarely | Never |
|-------|--|--------|------------|-------|--------|-------|
| 1. | Attend departmental and faculty board meetings | | | | | |
| 2. | Is willing to accept responsibilities | | | | | |
| 3. | Is punctual in the discharge of duties | | | | | |
| 4. | Is willing to listen to one another | | | | | |
| 5. | Helps to identify and resolve problems | | | | | |
| 6. | Is open and communicate with each other | | | | | |
| 7. | Gets involved in collective decision-making | | | | | |
| 8. | Exhibits a high level of team spirit | | | | | |
| 9. | Can be easily appeased | | | | | |
| 10. | Do not take unilateral decisions | | | | | |
| 11. | Is not confrontational in handling conflicts and differences | | | | | |
| 12. | Understands leadership by peers | | | | | |
| 13. | Respects authority | | | | | |

e. Professionalism (Please rate for an individual lecturer):

| S/N | Items | Always | Very Often | Often | Rarely | Never |
|-----|---|--------|------------|-------|--------|-------|
| 1. | The instructor shows evidence of being current and abreast with knowledge and research in his/her field | | | | | |
| 2. | The instructor adheres to the university rules on lecture timetable | | | | | |
| 3. | The instructor adheres to the university exam/marking rules | | | | | |