

**The UNESCO-UIA Validation System Procedures Manual for Study Programmes**

DATE	UNESCO-UIA VALIDATION SYSTEM STUDY PROGRAMME SELF ASSESSMENT AND/OR VALIDATION REPORT
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Name of Institution/Faculty

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Name of Study Programme

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Date received by the UNESCO-UIA Validation Council or Regional Committee\_\_\_\_\_

This report is issued for the purpose of making a recommendation to the relevant UNESCO-UIA Regional Validation Committee  
or the UNESCO-UIA Validation Council for Architectural Education

January 2005

## 1.00 INTRODUCTION

This document is to be read in conjunction with the UNESCO-UIA Charter for Architectural Education as amended in 2005 and adopted in July 2005 at the XXIIIrd UIA Assembly in Istanbul, Turkey and the UNESCO-UIA Validation System for Architectural Education Document adopted in July 2002 at the XXIIInd UIA Assembly in Berlin, Germany. Of particular note in the Validation System document are Section V. ANALYSIS OF CRITERIA, Section IX.

RECOGNITION/VALIDATION PROTOCOL, and APPENDIX A. ASSESSMENT PROCEDURES especially Part A.3 *Information required from study programmes*, Part A.5 *Report Group visits* and Part A.6 *Suggested Report Group activities*.

## 2.00 STUDY PROGRAMME APPRAISAL BY THE INSTITUTION - DOCUMENTATION TO BE PROVIDED TO UNESCO-UIA VALIDATION SYSTEM ADMINISTRATION PRIOR TO THE VISIT

Prior to the visit, the institution requesting validation of its study programme in architecture, must provide the information requested in Part A.3 *Information required from study programmes* to the Regional Committee of the UNESCO-UIA Validation System (Refer also to the EXPLANATORY NOTES on page 6 of this MANUAL). It is suggested that a draft copy of this Appraisal be submitted **at least 12 weeks in advance of the visit**, for preliminary assessment of it by the Chair of the Report Group, so that any parts that are not elaborated in enough detail, can be added in time for its distribution. The final Appraisal must be received **at least 8 weeks before** the date for the visit by the Report Group to the study programme. **10 copies of this final document must be provided**. It is expected that this Appraisal will be concise and informative. Special consideration by the study programme must be given to Part A.3.10 Self Appraisal especially (d) *Critical evaluation of the study programme objectives* in relation to Article II.3, II.4 and II.5 of the UNESCO-UIA Charter, the Points and Special Points to be considered, and the Capabilities required, as also elaborated in Part V.3.2 *Teaching requirements* and Part V.3.3 *Capabilities to be acquired by the student*. Special consideration by the study programme must also be given in the Appraisal to Part A.3.12 *Quality assurance procedures*. In the Appraisal document it is a condition that all relevant parts, except Part 12. *Perceived Quality of Subject Area*, of each of the SUBJECT AREA PROFORMA's are filled in by the study programme and attached to the Appraisal. These are available in electronic format and it would be appreciated if the preliminary Appraisal and the final Appraisal be submitted in electronic format, as well as in hard copy.

**01. Panel Report Group Members**

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The profile of the panel Report Group is to comply with Section IX.3 of the UNESCO-UIA Validation System Procedures Document.

	NAME	
	ORGANISATION	
1. Chair	_____	_____
2. Deputy Chair Secretary	_____	_____
3. Member	_____	_____
4. Member	_____	_____
5. Member	_____	_____
6. Member	_____	_____
7. Member	_____	_____
8. Member	_____	_____

**02. Documentation Provided Prior to Report Group Visit**

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Refer to Explanatory Notes on page 6 of this document and as noted in Appendix A, Section A.3 “Information required from study programmes” of the UNESCO-UIA Validation System Document.

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|---|---|---|
| 1. Introductory information                                 | [ | ] |
| 2. Description of institution                               | [ | ] |
| 3. Study Programme history                                  | [ | ] |
| 4. Study Programme aims & objectives                        | [ | ] |
| 5. Study Programme structure                                | [ | ] |
| 6. Administrative structure                                 | [ | ] |
| 7. Staff profiles   | [ | ] |
| 8. Student population                                       | [ | ] |
| 9. Physical resources                                       | [ | ] |
| 10. Self appraisal  | [ | ] |
| 11. Statistical information (Refer Questionnaire on Page 7) | [ | ] |
| 12. Quality assurance procedures                            | [ | ] |

Other:

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**09. Preliminary Meeting with Senior Academic Staff**

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**10. Discussion with Head of Study Programme and Senior Academic Staff**

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**1. Meeting with students and recent graduates**

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**12. Final meeting with Head of Study Programme and Senior Academic Staff**

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Signatures of Panel Report Group Members:

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|---------------------------|-------|-----------|-------|
| 1. Chair                  | _____ | 5. Member | _____ |
| 2. Deputy Chair Secretary | _____ | 6. Member | _____ |
| 3. Member                 | _____ | 7. Member | _____ |
| 4. Member                 | _____ | 8. Member | _____ |

Signature of Head of Study Programme \_\_\_\_\_

Date \_\_\_\_\_

## EXPLANATORY NOTES

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### 1. INTRODUCTORY INFORMATION

Name and address of the institution. Name of the study programme responsible for the course(s)/subject(s).  
Head  
of the study programme. Name and position of the main staff member to contact with queries about the submission, including telephone and fax numbers and E-mail address.

### 2. DESCRIPTION OF INSTITUTION

A brief description of the institution and its history.

### 3. STUDY PROGRAMME HISTORY

A brief history of the study programme.

### 4. STUDY PROGRAMME AIMS AND OBJECTIVES

The study programme's approach to education, teaching and learning.

### 5. STUDY PROGRAMME STRUCTURE

Brief description of the study programme framework including graduation requirements. Lecture syllabi for all courses/subjects, including studio and non-studio work, reading lists for each course/subject, and full details of the assessment method for each course/subject. Copies of the study programme handbook(s) are also to be submitted.

### 6. ADMINISTRATIVE STRUCTURE

Decision making processes, including the structure in which the study programme evolves.

### 7. STAFF PROFILES

Teaching staff's curricula vitae, academic commitments, and non-teaching activities such as research, publications, community involvement and practice.

### 8. STUDENT POPULATION

A comprehensive description of the student population (numbers, sex, full-time, or part-time) and a statement indicating any characteristics in the backgrounds of the students which might influence the nature of the course.

### 9. PHYSICAL RESOURCES

Details of all facilities exploited by the study programme including studios, teaching space and equipment, workshops, laboratories, computers and information systems, resource centres, libraries and staff accommodation.

### 10. SELF APPRAISAL

A statement of approximately 3000 words mentioning:

- a) Issues raised in panel and/or external examiners' reports.
- b) Changes introduced to the course since the last visit.
- c) Effects of changes in resource provisions since the last visit.
- d) Critical evaluation of study programme objectives in relation to the UNESCO-UIA Charter, state and institutional education policy and registration board requirements.
- e) Special features of the study programme.
- f) Auto-evaluation of the study programme.

### 11. STATISTICAL INFORMATION

Student numbers (full-time and part-time), first year, number of graduates during the last three years, staff numbers  
and staff-student ratio.

(Complete the 'Questionnaire' on page 7 10 in this proforma manual).

### 12. QUALITY ASSURANCE PROCEDURES

The method of internal monitoring and appraisal of the study programme and the outcomes expected of that Programme.

## Questionnaire

### 01. Student Numbers (1 full-time = 2 part-time = 1 EFTS [Equivalent Full Time Students])

NAME OF STUDY PROGRAMME for which recognition is sought	ENROLMENTS (separate tiers if appropriate)		EFTS
	FULL-TIME	PART-TIME	
	Lower tier:	Lower tier:	Lower tier:
	Upper tier:	Upper tier:	Upper tier:
	TOTAL:	TOTAL:	TOTAL:
Other undergraduate programmes within the Institution:			
Graduate programmes within the Institution:			
TOTALS:			

### 02. First Year enrolments in the study programme for which validation is sought.

YEAR	NEW ENROLMENTS		REPEAT ENROLMENTS		EFTS
	Full time	Part-time	Full time	Part time	EFTS
Current Year: 20... ..					
Last Year: 20... ..					
Last Year But One: 20... ..					

### 03. Number of Graduations

Last Year:	Last But One:	Last But Two:	Total
20 .... ..	20 .... ..	20 .... ..	

### 04. Staff Numbers

Number of full time academic staff = f  
Total number of hours per week taught on average, in Faculty/School/Department of

(a) by all part-time lecturers, tutors or demonstrators = p

(b) by members of other Faculties, Schools or Departments = y

Total number of hours per week on average, by which the teaching load within the Faculty/School is diminished to allow full time academic staff to teach in other departments of the Institution = s

Equivalent full time academic staff (EAS) =  $f + (p + y - s)$       Your calculation

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### 05. Staff-Student Ratio

=  $\frac{\text{Total EFTS (from 1)}}{\text{Total EAS (from 4)}}$       Your calculation

## SUBJECT AREA PROFORMA – Design and Design Studies

(Refer UNESCO-UIA Charter for Architectural Education, Clause II.5 Capabilities – A. Design & B5. Design Studies)

### 01. Unit Description

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### 02. Aims & Objectives of Subject Area.

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### 03. Time allocation of subject area as a% of overall student time.

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### 04. Staffing

### 05. Student Numbers

### 06. Staff/Student Ratio

Full Time	Part Time *

Full Time	Part Time
[     ]	[     ]

Staff *	Students (FTE)

\* If practitioners participate indicate break-up.

[     ] Indicate numbers of students with advanced standing under each student category.

### 07. Required Student Output

Drawing/Folios	Written Report	Documentation	Computer Images Video	Other

### 08. Teaching Methods

Lectures	Studio	Workshop	Individual Research	Group Work	Other



## SUBJECT AREA PROFORMA – Cultural & Artistic Studies

(Refer UNESCO-UIA Charter for Architectural Education, Clause II.5 Capabilities – B1. Cultural and Artistic Studies)

**01. Unit Description**

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**02. Aims & Objectives of Subject Area.**

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**03. Time allocation of subject area as a % of overall student time.**

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**04. Staffing**

**05. Student Numbers**

**06. Staff/Student Ratio**

Full Time	Part Time *

Full Time	Part Time
[     ]	[     ]

Staff *	Students (FTE)

\* If practitioners participate indicate break-up.

[     ] Indicate number of students with advanced standing under each student category.

**07. Required Student Output**

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Drawing/Folios	Written Report	Documentation	Computer Images Video	Other

**08. Teaching Methods**

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Lectures	Studio	Workshop	Individual Research	Group Work	Other

**SUBJECT AREA PROFORMA – Cultural & Artistic Studies (Cont'd)**

**09. Assessment Methods/Feedback to Student**

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**10. Facilities - Accommodation**

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- Lecture theatres Yes [ ] No [ ]
  - Studios spaces within institution or provided by school Yes [ ] No [ ]
  - After hours access Yes [ ] No [ ]
  - Shared Studios found and provided by student initiatives Yes [ ] No [ ]
  - Laboratories Yes [ ] No [ ]
- If yes, state type:
- 

- Computer equipment Yes [ ] No [ ]
- Application of computers:
- 

- Library Adequate [ ] Inadequate [ ]
- If inadequate, state reasons:
- 

- Other (Give Details):
- 
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**11. Extra activities in addition to course of study or supportive of it.**

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- Publication of Student Work Yes [ ] No [ ]
  - Publication of Staff Work Yes [ ] No [ ]
  - Exhibitions Yes [ ] No [ ]
  - Guest Speaker Program Yes [ ] No [ ]
  - Post Graduate Program Yes [ ] No [ ]
  - Other (give details):
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**12. Perceived Quality of Subject Area**

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Summary Rating Satisfactory [ ] Unsatisfactory [ ]

Signature of Panel Report Group Member/Organisation:

Signature of Subject Area Convenor:

## SUBJECT AREA PROFORMA – Social Studies

(Refer UNESCO-UIA Charter for Architectural Education, Clause II.5 Capabilities – B2. Social Studies)

**01. Unit Description**

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**02. Aims & Objectives of Subject Area.**

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**03. Time allocation of subject area as a % of overall student time.**

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**04. Staffing**

**05. Student Numbers**

**06. Staff/Student Ratio**

Full Time	Part Time *

Full Time	Part Time
[   ]	[   ]

Staff *	Students (FTE)

\* If practitioners participate indicate break-up.  
 [   ] Indicate number of students with advanced standing under each student category.

**07. Required Student Output**

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Drawing/Folios	Written Report	Documentation	Computer Images Video	Other

**08. Teaching Methods**

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Lectures	Studio	Workshop	Individual Research	Group Work	Other

SUBJECT AREA PROFORMA – Social Studies (Cont'd)

**09. Assessment Methods/Feedback to Student**

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**10. Facilities - Accommodation**

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- Lecture theatres Yes [ ] No [ ]
  - Studios spaces within institution or provided by school Yes [ ] No [ ]
  - After hours access Yes [ ] No [ ]
  - Shared Studios found and provided by student initiatives Yes [ ] No [ ]
  - Laboratories Yes [ ] No [ ]
- If yes, state type:
- 

- Computer equipment Yes [ ] No [ ]
- Application of computers:
- 

- Library Adequate [ ] Inadequate [ ]
- If inadequate, state reasons:
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- Other (Give Details):
- 
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**11. Extra activities in addition to course of study or supportive of it.**

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- Publication of Student Work Yes [ ] No [ ]
  - Publication of Staff Work Yes [ ] No [ ]
  - Exhibitions Yes [ ] No [ ]
  - Guest Speaker Program Yes [ ] No [ ]
  - Post Graduate Program Yes [ ] No [ ]
  - Other (give details):
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**12. Perceived Quality of Subject Area**

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Summary Rating Satisfactory [ ] Unsatisfactory [ ]

Signature of Panel Report Group Member/Organisation:

Signature of Subject Area Convenor:

## SUBJECT AREA PROFORMA – Environmental Studies

(Refer UNESCO-UIA Charter for Architectural Education, Clause II.5 Capabilities – B3. Environmental Studies)

**01. Unit Description**

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**02. Aims & Objectives of Subject Area.**

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**03. Time allocation of subject area as a % of overall student time.**

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**04. Staffing**

**05. Student Numbers**

**06. Staff/Student Ratio**

Full Time	Part Time *

Full Time	Part Time
[   ]	[   ]

Staff *	Students (FTE)

\* If practitioners participate indicate break-up.  
 [   ] Indicate number of students with advanced standing under each student category.

**07. Required Student Output**

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Drawing/Folios	Written Report	Documentation	Computer Images Video	Other

**08. Teaching Methods**

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Lectures	Studio	Workshop	Individual Research	Group Work	Other

**SUBJECT AREA PROFORMA – Environmental Studies (Cont'd)**

**09. Assessment Methods/Feedback to Student**

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**10. Facilities - Accommodation**

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- Lecture theatres Yes [ ] No [ ]
  - Studios spaces within institution or provided by school Yes [ ] No [ ]
  - After hours access Yes [ ] No [ ]
  - Shared Studios found and provided by student initiatives Yes [ ] No [ ]
  - Laboratories Yes [ ] No [ ]
- If yes, state type:
- 

- Computer equipment Yes [ ] No [ ]
- Application of computers:
- 

- Library Adequate [ ] Inadequate [ ]
- If inadequate, state reasons:
- 

- Other (Give Details):
- 
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**11. Extra activities in addition to course of study or supportive of it.**

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- Publication of Student Work Yes [ ] No [ ]
  - Publication of Staff Work Yes [ ] No [ ]
  - Exhibitions Yes [ ] No [ ]
  - Guest Speaker Program Yes [ ] No [ ]
  - Post Graduate Program Yes [ ] No [ ]
  - Other (give details):
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**12. Perceived Quality of Subject Area**

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Summary Rating Satisfactory [ ] Unsatisfactory [ ]

Signature of Panel Report Group Member/Organisation:

Signature of Subject Area Convenor:

## SUBJECT AREA PROFORMA - Technical Studies

(Refer UNESCO-UIA Charter for Architectural Education, Clause II.5 Capabilities – B4. Technical Studies)

### 01. Unit Description

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### 02. Aims & Objectives of Subject Area.

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### 03. Time allocation of subject area as a % of overall student time.

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### 04. Staffing

### 05. Student Numbers

### 06. Staff/Student Ratio

Full Time	Part Time *

Full Time	Part Time
[   ]	[   ]

Staff *	Students (FTE)

\* If practitioners participate indicate break-up.

[   ] Indicate number of students with advanced standing under each student category.

### 07. Required Student Output

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Drawing/Folios	Written Report	Documentation	Computer Images Video	Other

### 08. Teaching Methods

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Lectures	Studio	Workshop	Individual Research	Group Work	Other

## SUBJECT AREA PROFORMA - Technical Studies (Cont'd)

### 09. Assessment Methods/Feedback to Student

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### 10. Facilities - Accommodation

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- Lecture theatres Yes [ ] No [ ]
  - Studios spaces within institution or provided by school Yes [ ] No [ ]
  - After hours access Yes [ ] No [ ]
  - Shared Studios found and provided by student initiatives Yes [ ] No [ ]
  - Laboratories Yes [ ] No [ ]
- If yes, state type:
- 

- Computer equipment Yes [ ] No [ ]
- Application of computers:
- 

- Library Adequate [ ] Inadequate [ ]
- If inadequate, state reasons:
- 

- Other (Give Details):
- 
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### 11. Extra activities in addition to course of study or supportive of it.

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- Publication of Student Work Yes [ ] No [ ]
  - Publication of Staff Work Yes [ ] No [ ]
  - Exhibitions Yes [ ] No [ ]
  - Guest Speaker Program Yes [ ] No [ ]
  - Post Graduate Program Yes [ ] No [ ]
  - Other (give details):
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### 12. Perceived Quality of Subject Area

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Summary Rating Satisfactory [ ] Unsatisfactory [ ]

Signature of Panel Report Group Member/Organisation:

Signature of Subject Area Convenor:

## SUBJECT AREA PROFORMA – Professional Studies

(Refer UNESCO-UIA Charter for Architectural Education, Clause II.5 Capabilities –B6. Professional Studies)

**01. Unit Description**

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**02. Aims & Objectives of Subject Area.**

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**03. Time allocation of subject area as a % of overall student time.**

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**04. Staffing**

**05. Student Numbers**

**06. Staff/Student Ratio**

Full Time	Part Time *

Full Time	Part Time
[     ]	[     ]

Staff *	Students (FTE)

\* If practitioners participate indicate break-up.  
 [     ] Indicate number of students with advanced standing under each student category.

**07. Required Student Output**

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Drawing/Folios	Written Report	Documentation	Computer Images Video	Other

**08. Teaching Methods**

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Lectures	Studio	Workshop	Individual Research	Group Work	Other



## SUBJECT AREA PROFORMA - **Communication & Documentation Skills**

(Refer UNESCO-UIA Charter for Architectural Education, Clause II.5 Capabilities – C. Skill)

### 01. Unit Description

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### 02. Aims & Objectives of Subject Area.

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### 03. Time allocation of subject area as a % of overall student time.

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### 04. Staffing

### 05. Student Numbers

### 06. Staff/Student Ratio

Full Time	Part Time *

Full Time	Part Time
[     ]	[     ]

Staff *	Students (FTE)

\* If practitioners participate indicate break-up.

[     ] Indicate number of students with advanced standing under each student category.

### 07. Required Student Output

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Drawing/Folios	Written Report	Documentation	Computer Images Video	Other

### 08. Teaching Methods

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Lectures	Studio	Workshop	Individual Research	Group Work	Other

## SUBJECT AREA PROFORMA - Communication & Documentation Skills (Cont'd)

### 09. Assessment Methods/Feedback to Student

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### 10. Facilities - Accommodation

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- Lecture theatres Yes [    ]                      No [    ]
  - Studios spaces within institution or provided by school Yes [    ]                      No [    ]
  - After hours access Yes [    ]                      No [    ]
  - Shared Studios found and provided by student initiatives Yes [    ]                      No [    ]
  - Laboratories Yes [    ]                      No [    ]
- If yes, state type:

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- Computer equipment Yes [    ]                      No [    ]  
Application of computers:

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- Library Adequate [    ]                      Inadequate [    ]  
If inadequate, state reasons:

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- Other (Give Details):

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### 11. Extra activities in addition to course of study or supportive of it.

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- Publication of Student Work Yes [    ]                      No [    ]
- Publication of Staff Work Yes [    ]                      No [    ]
- Exhibitions Yes [    ]                      No [    ]
- Guest Speaker Program Yes [    ]                      No [    ]
- Post Graduate Program Yes [    ]                      No [    ]
- Other (give details):

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### 12. Perceived Quality of Subject Area

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Summary Rating Satisfactory [    ]                      Unsatisfactory [    ]

Signature of Panel Report Group Member/Organisation:

Signature of Subject Area Convenor:

## SUBJECT AREA PROFORMA – Elective Studies

(Refer UNESCO-UIA Charter for Architectural Education, Section II OBJECTIVES and Clause II.4 Special Points)

### 01. Unit Description

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### 02. Aims & Objectives of Subject Area.

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### 03. Time allocation of subject area as a % of overall student time.

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### 04. Staffing

### 05. Student Numbers

### 06. Staff/Student Ratio

Full Time	Part Time *

Full Time	Part Time
[     ]	[     ]

Staff *	Students (FTE)

\* If practitioners participate indicate break-up.

[     ] Indicate number of students with advanced standing under each student category.

### 07. Required Student Output

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Drawing/Folios	Written Report	Documentation	Computer Images Video	Other

### 08. Teaching Methods

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Lectures	Studio	Workshop	Individual Research	Group Work	Other

