

SHORT-TERM INTERNATIONAL PROGRAMME

NEEDS ANALYSIS

Please fill in the questionnaire where applicable to assist us with the initial planning and costing

1. Visiting Group Contact Person/s

1.1 Name of Group Coordinator:

1.2 Email Address:

1.3 Telephone & Mobile Contact (please include country codes):

1.4 Skype Contact:

1.5 Physical Work Address of Group Coordinator/s:

1.6 Institution Represented:
*Institutional Affiliation of
GroupCoordinator*

1.7 Institutional Position/Designation of Group Coordinator/s:
Job Title/Position of Coordinator

2. Visiting Group Details

2.1 Name of Course/Programme:

2.2 Programme Dates/Duration:

2.3 Number of Accompanying Faculty Members:

2.4 Total Number of Programme Participants:

2.5 Age Profile of Programme Participants (approximate):

18 - 25	26 - 35	36 - 45	46 - 55	56 - 65	66 - 79

2.6 Academic Profile of Programme Participants:

For University Groups. Please indicate expected numbers for each cohort.

Undergraduate	Postgraduate	Doctoral	Other

2.7 Professional Profile of Programme Delegates:

For Professional Groups. Please indicate the number of delegates per level.

Executives/Directors/ C-Suite	Senior Management	General Management	Academic Staff

3. Academic Needs

3.1 Principal Area of Interest for the Short Course:

List the main theme/s & topic/s of the Programme

3.2 Structure of the Proposed Programme:

Please indicate the general features/aspects to include in the proposed Programme

Seminars/Lectures (indicate number of sessions)	
Community/Organisational Site Visits (indicate number of visits)	
Tour Excursions (indicate number of tours)	
Other	

3.3 Lectures & Presenters for the Short Course:

Please indicate the Lectures & Presenters required for the proposed Course

Local Academics / Presenters only	
Faculty Accompanying the Group only	
Both Local Presenters & Faculty Accompanying the Group	
Other	

3.4 Course Assessment (if required):
How will the proposed course be assessed?

Activity	% of Course
Participation	
Readings	
Assignments	
Service Learning/Community Service	
Exams	
Other	

3.7 Is the proposed Programme Credit-bearing (credits to be awarded by home institution)?

Yes	
No	
Other	

4. Programme Facilities & Support

4.1 Facilities Access & Services offered by Tiritose:

Local Area and Campus Tour
General Orientation & Safety Talk
Venues/Classroom Facilities
3rd Party Access:
<ul style="list-style-type: none"> • Library Access (visiting only – no text checkouts)
<ul style="list-style-type: none"> • Transport Access
<ul style="list-style-type: none"> • Internet Access – Secure Wifi
<ul style="list-style-type: none"> • Sports Facilities/Gym & Swimming Pool Access
<ul style="list-style-type: none"> • Please state if you have other requirements:

4.2 Accommodation Needs:
(optional)

Student Residences (Shared Bathrooms)	
Share Apartments	
Guesthouse / B&B / Backpackers	
Homestay	
Hotel **	

Hotel ***	
Hotel ****	
Other	

4.3 Meals & Catering:

Self catering	
Catered (Breakfast only)	
Catered (Breakfast & Lunch)	
NB: dinner for own account	
Other	

4.4 Dietary Preferences (where known)

This information may also be provided at a later stage in planning & preparations for the programme & Group visit

	Number
Halaal	
Kosher	
Vegetarian	
Vegan	
Lactose Intolerant	
Gluten Free	

Allergies (please specify)	
Other	

5. Excursions – Study Tour Visits & Options

5.1 Organised Group Visits to Places of Interest:

Please indicate places of interest the group may wish to visit during the programme

Great Zimbabwe	
Victoria Falls	
Chinhoyi Caves	
Museums (specific museums to be confirmed during programme planning)	
Visit to Zimbabwe National Parliament	
Domboshava Hills & Epworth Balancing rocks	
Eastern Highlands Hiking Trip	
Kariba, Matusadonha, and Mana Pools	
Mavuradonha Wilderness Area and National Park	
Other:	

6. General Comments – Please include any other points for our further information

We look forward to offering you a memorable programme and will get back to you shortly with a programme and fees.