THE UNIVERSITY OF THE WEST INDIES
SCHOOL FOR GRADUATE STUDIES AND RESEARCH

GUIDELINES FOR SUBMISSION
OF
TAUGHT GRADUATE PROGRAMME PROPOSALS
(2011)

Objectives and Structure of the Guidelines Document

These guidelines apply to all new taught graduate programmes being proposed for the consideration of the Board for Graduate Studies and Research. The main objectives of the guidelines are: (1) To identify responsibilities and suggest a procedure that should be followed in developing a proposal for the introduction of a new taught graduate programme at the University of the West Indies; (2) To provide a detailed checklist of the pertinent information that Departments and Faculties should consider in their decision to develop and deliver a new taught graduate programme; and (3) To assist the Campus Committees of the School for Graduate Studies and Research, and the Board for Graduate Studies and Research, in determining the appropriateness and viability of proposed new programmes.

This guidelines document consists of a brief section on **Responsibilities and Procedures** and a **Format for Proposals** being prepared for submission to the Board. The format itself has two components:

(1) **A Cover Page**: which provides summary information about the proposed programme and which must be submitted as part of the programme proposal; and

(2) **A Programme Description**: which provides the Sections that must be completed and indicates the type of information required in each Section. The Sections are: Aims and Objectives; Rationale; Access and Support; Course of Study and Faculty;Regulations and Assessment; Quality Assurance; and Budget.

Responsibilities and Procedures

It is the responsibility of the proposing Department to:-

- ensure the thorough preparation of the programme proposal;
- initiate the necessary consultation with other Departments that already have or may be considering the development of similar or related programmes;
- foster intra- and inter-Campus collaboration including, where possible, the sharing of resources and collaborative delivery of programmes;
- resolve amicably potential conflict or competition concerns.

Beyond these responsibilities, the proposing Department should pay particular attention to early consultation with:

      (a)   The Campus Librarian, with regards to library resources, equipment and access;

      (b)   The Campus Bursar, to ensure the development of a realistic budget for the programme;

      (c)   The Open Campus, where distance delivery is proposed, and especially if the programme is designed to reach an audience beyond the students registered to the Campus, and

      (d)   The IDU for guidance with course outlines, learning outcomes, etc.

      (e)   The Computer Centre regarding any additional call on their resources.

Departments are urged to include the persons listed above, or their nominees, in their Programme Planning Committee, so that relevant information may be obtained and expertise shared in a timely manner.

Once a draft Proposal has been prepared, it should be circulated directly to the appropriate Departments and Faculties on all Campuses for comment. It is expected that within thirty days of receipt of the Programme Proposal, Departments and Faculties should respond with comments; these might include general advice and suggestions, possible articulation opportunities, opportunities for collaboration and resource sharing, enrollment trends in related programmes, and problems and concerns. All responses should be addressed to the proposing Dean, with a copy to the Head of Department. Following this exercise, a revised comprehensive Proposal should be prepared and submitted to the Chair, Campus Committee for Graduate Studies and Research for the Committee's review and recommendations; and for onward submission to the Board for Graduate Studies and Research, should the Campus Committee so decide. All proposals so submitted should include the written responses of other Departments and Faculties as Appendices to the Proposal. Any written confirmation of support for the programme received from the Campus Librarian, Campus Bursar, IDU or Open Campus (as appropriate) should also be appended as part of the proposal. Proposals should be submitted to the Campus Committee in the Semester preceding that in which they are to be considered by the Board for Graduate Studies and Research.

The Board for Graduate Studies and Research may: (1) Approve the Programme unconditionally; (2) Approve the Programme conditionally, subject to minor modifications or clarifications to be overseen by the Chair of the Campus Committee and/or the Chair of the Board; (3) Request a resubmission, following major modifications to the Programme or Proposal; (4) Not approve the Programme; in such an event, it is the responsibility of the Board to provide a clear rationale for its decision. In certain circumstances, e.g., where the proposed Programme represents a significant academic departure for the Campus; where it utilizes a new or experimental pedagogical format or mode(s) of delivery; where it may lead to professional licensure; or where it is designed to articulate with licensure programmes; the Board may request expert external advice or evaluation of the Programme. In rare circumstances, and subject to the recommendation of the Chair of the Campus Committee for Graduate Studies and Research, a proposed Programme may be approved administratively by the Chair of the Board for Graduate Studies and Research. In such cases, the Proposal must be brought to the next Meeting of the Board for ratification.

EVIDENCE OF CONSULTATION − CHECKLIST

	Signature or email appended
Campus Librarian	
Bursary	
Open Campus	
IDU	
Computer Centre	

Cross-Campus Consultation –
            Cave Hill
            Mona
            St. Augustine	

Other Departments/Entities	

THE UNIVERSITY OF THE WEST INDES
NEW TAUGHT GRADUATE PROGRAMME PROPOSAL

COVER PAGE

CAMPUS:	
PROPOSED PROGRAMME TITLE:	
PROPOSED AWARD: (e.g. Masters; Diploma)	
ACADEMIC UNIT(S) THAT WILL OFFER PROGRAMME:	
DELIVERY MODE: (e.g. Face to Face; Distance)	
TOTAL CREDITS:	
DURATION OF PROGRAMME: (including Internship, Research Project, other)	
PROPOSED START DATE:	

PROGRAMME SUMMARY:

SIGNATURES: **DATES:**

Head of Department _____   _____

Bursar   _____   _____

Dean of Faculty [1]_____   _____

Campus Coordinator,[2] SGSR   _____   _____

FOR BGSR USE ONLY:

☐ Approved   ☐ Conditional Approval   ☐ Modify and Resubmit   ☐ Not Approved

_____

Chair, BGSR _____ Date _____

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[1] **Through this signature, the Dean confirms that the IDU, the Campus Librarian and Open Campus representative (as appropriate) have been consulted and are satisfied with the Programme from the perspective of their responsibilities.** [2] **The Campus Coordinator confirms that the Campus Committee has agreed to forward the Programme to the Board for Graduate Studies and Research for consideration.**

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PROGRAMME DESCRIPTION

A.   ACADEMIC AIMS AND OBJECTIVES

1. Describe the academic purpose, goals and objectives of the proposed programme.

2. Indicate if the programme replaces an existing programme(s) or is an entirely new programme, *sensu*, no similar programme previously existed. If the former, indicate whether the programme is primarily or exclusively a restructuring of existing courses.

3. Explain how the programme advances the Departmental, Faculty, Campus and/or the University Strategic Plan, and show how the delivery of the programme will facilitate implementation of the Strategic Plan(s).

4. What is the expected life of the programme? What factors (internal and external) could assure or threaten the sustainability of the programme?

B.   RATIONALE

1. Identify existing or projected programmes in the same or related area at any of the Campuses and their possible impact on the proposed programme.

2. Provide evidence of appropriate consultation with other Campuses. Summarise theresults of the consultations, emphasizing those from Campuses with similar programmes. Identify opportunities for inter-programme articulation and inter-campus collaboration in programme delivery, as appropriate. Identify how any undue competition or conflicts between the Campuses arising from the delivery of the proposed programme would be resolved.

3. Identify similar programmes, if any, at other institutions outside of the UWI and the possible impact of these on the proposed programme.

4. Justify the need for the programme in terms of the clientele and the developmental needs of the country and region, and indicate how these needs were established.

5. For programmes designed to prepare graduates for immediate employment, assess the likely employment demand. Indicate any employers who have specifically requested the development of the programme.

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C.   BUSINESS MOTIVATION

Provide a summary statement on the business motivation for the programme outlining the Financial Objectives – what financial objectives are attached to the programme over the short, medium and long term? Is it expected just to cover costs? If expected to generate a surplus are their specific applications planned, e.g. research projects, acquisition of specialized equipment, supplementary revenue ot offset non-UGC funded departmental costs?

If the programme is not expected to generate a surplus within the short or medium term   (3-5 years) but has the potential to be a significant contributor in the longer term, the   statement must advance compelling justification for the Campus to make the initial   business investment, and the proposal must receive the explicit approval of the Principal or relevant committee before submission to the Board for Graduate Studies.

D.   ESTABLISH DEMAND

Indicate the likely demand for the programme and estimate enrollment over a three to five year period. Indicate how the estimate of demand was determined, providing summaries of any surveys, focus groups, expert informants, strong inference drawn from relevant promary data and the ability to finance programme fees into sustainable students enrolment, at the very least, over the first three years. Note that anectodal evidence is not a useful basis for establishing demand and that students' expression of interest is helpful, but not a sufficient indicator of market demand.

E.   MARKETING & ADVERTISING

a)   Enumerate the approaches that will be taken to:-
- initially identify and sensitise the target markets of students and likely sources of financial and other support
- promote the programme
- implement an advertising "campaign" to complement the marketing initiatives.

b)   Indicate how and when existing markets will be targeted in succeeding years to assure the sustainability of the programme.

c)   Indicate how marketing and admissions processes might encourage increased participation of persons from the UWI 12 Countries and from extra-regional participants.

F. ACCESS AND SUPPORT

1. Describe the criteria for admission of students to the proposed programme. and how the programme will be marketed.

2. Describe the mode(s) of delivery to be used in the programme and indicate the instructional support arrangements that will be provided. If use of Open Campus resources is envisaged,

[Type text]

indicate that the appropriate consultations have been conducted and confirm that the Open Campus has agreed to provide the Distance facilities and resources needed for the programme.

3. Identify the academic staff, administrative support, teaching materials, lecture-, lab- and tutorial facilities, and other campus UGC- and non-UGC-funded resources (e.g. Library) required to support the programme. Itemise the resources required according to expected availability at intra-faculty, inter-faculty and non-campus levels, and an estimate of quantities developed using appropriate units of measurement e.g. hours, student numbers, etc. Indicate whether these are currently available, and if not, how they   will be acquired.
(This aspect of the proposal should be carefully reviewed by the Head of Department and Dean to ensure that the resources required can be accommodated within departmental and faculty resource utilisation planning and if not, for the proposal to include the cost of acquiring these resources through special employment arrangements internally and/or externally. The Head and Dean will agree with the Programme Initiator the extent to which the programme will be required to bear the marginal costs of its delivery, and an estimate developed and incorporated in the proposal as a flat figure over a period or as a function of annual revenues. This agreement must be submitted as part of the proposal.)

4. Obtain advice from the Bursary, regarding the basis on which the utilization of Campus bursarial, registrarial and other resources is to be recovered from self-funded programmes. The Bursary will provide this after consultation with the Deans.

G.   COURSE OF STUDY AND FACULTY

1. Provide a complete outline of the course of study, including course syllabi, credits and a current and comprehensive reading list for each course. Describe the objectives, scope, duration and credit weighting of any proposed Research Project.

2. Describe proposed arrangements for any required attachments, agency placements, internships, and fieldwork, *inter alia*. Provide a list of prospective affiliates, as appropriate.

3. Provide brief biodata of current faculty members who will implement the programme, and describe the qualifications of any faculty to be hired. Identify the Programme Director or Coordinator.

4. Describe the responsibility and qualifications of non-UWI persons who will be involved in programme delivery, whether in course delivery, supervision of Research Projects, fieldwork, internships or attachments. Indicate the mechanisms for selecting such persons to ensure that students receive a high quality experience.

H.   REGULATIONS AND ASSESSMENT PROCEDURES

All Regulations and Assessment Procedures must be consistent with those provided in the University of the West Indies Regulations for Graduate Degrees and Diplomas.

Course load/semester; part-time/full time:	
Number of failures per semester:	
Re-sit Examinations:	
Assessment procedures for courses, coursework, fieldwork, internships, or other:	
Assessment procedures for Research Project (as appropriate):	
Time limits for completion:	

I.   QUALITY ASSURANCE

All Quality Assurance procedures described must be consistent with those provided in the University of the West Indies Regulations for Graduate Degrees and Diplomas.

1. Describe how the proposed programme will be assessed and reviewed.

2. Establish a Board of Examiners and indicate the schedule of Examiners' Meetings for the programme.

3. For professional programmes for which accreditation is to be sought, state the accrediting agency and a timetable for completing the accreditation process.

J.   BUDGET

This Section must be completed for all programmes, but is of particular importance in the case of non-UGC funded programmes.

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PROPOSAL TO ESTABLISH PROGRAMME FINANCIAL VIABILITY

[Show all assumptions on a separate sheet]   **EXHIBIT I**

	Unit of Estimation	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Proposal Development Costs							
1. Programme Design – Internal staff (if applicable)	Hours*Rate						
2. Programme Design – External staff	Hours*Rate						
3. Market Analysis: Surveys, Focus Groups etc. (specify)							
4. Course Writing – New - Modified							
5.Academic Consultations & Review - communication							
6. Other Costs (specify)							
TOTAL Development Costs							
INCOME AND EXPENDITURE							
Tuition Fees							
Reimbursable Book Cost							
Reinbursable Refreshment							
Tuition Fee Package – New							
No. of Registrations – New							
Tuition Income – New Students							
No. of Registrations – Repeat							
Tuition Fees – Repeat							
Tuition Income – Repeat Students							
TOTAL TUITION INCOME							
RECURRENT EXPENDITURE							
Teaching Costs – Internal faculty	Hours*Rate						
Teaching Costs - External faculty	Hours*Rate						
Administrative Support – Full Time	Salary Costs						
Administrative Support – Part Time	Hours*Rate						
Programme Coordinator's Fee	x%*Tuition Revenues or other basis						
External Examiners' Fees							
External Examiners' Expenses							
Development Cost (unabsorbed portion)							
Lecture & Teaching Facilities External Rental Department Charge Faculty Charge							
Use of Equipment & Other Teaching							

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Resources
    External rental
    Department Charge
    Faculty Charge							

General Administrative Support
    Department Charge
    Faculty Charge							

Campus Administrative Support Reistry, Bursary, Library, MITS, Security, Maintenance, Utilities etc.	x%* Tuition Revenues						
Books & Other student material							
Refreshment for Students							
Advertising & Marketing							
Other Expenses (specify, e.g. course cost from external institution)							
TOTAL PROGRAMME EXPENSES							
SURPUS/(DEFICIT)							
Less Share to Participating Departments							
AVAILABLE FOR DISTRIBUTION							
DISTRIBUTIONS							
Equipment & Teaching Materials							
Research Funds							
Department Staff Development							
Programme Operating Fund							
Other							
Net Income to Programme Capital Fund							

Last updated May, 17, 2011

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