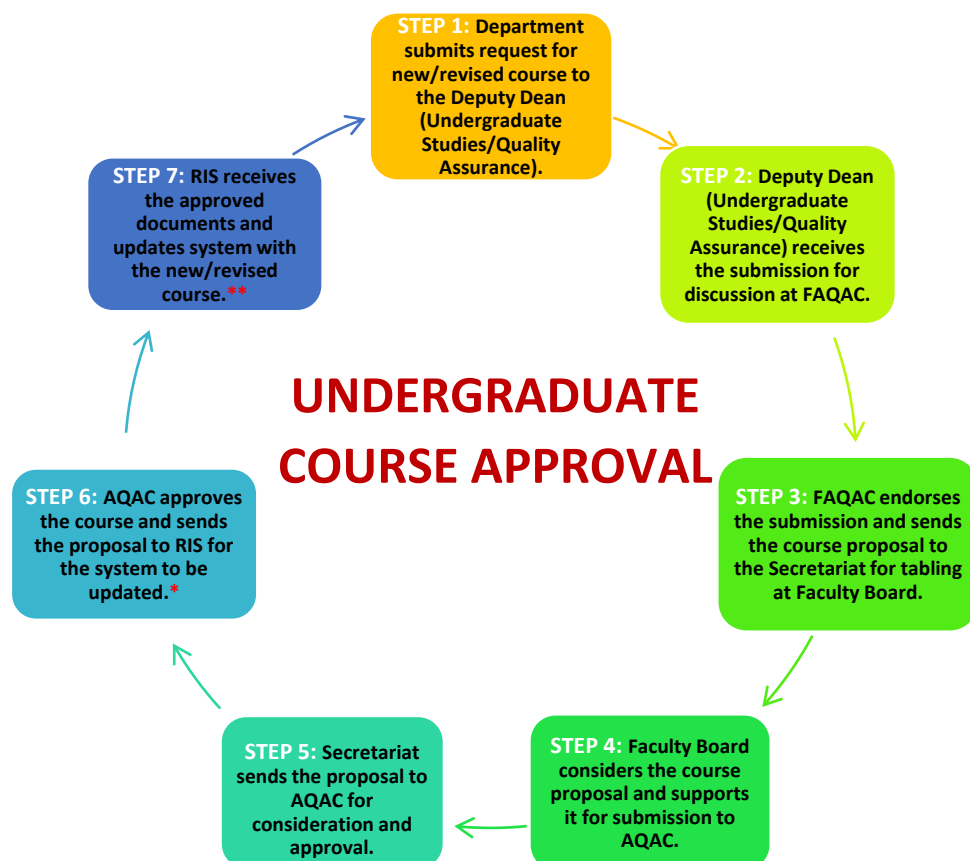


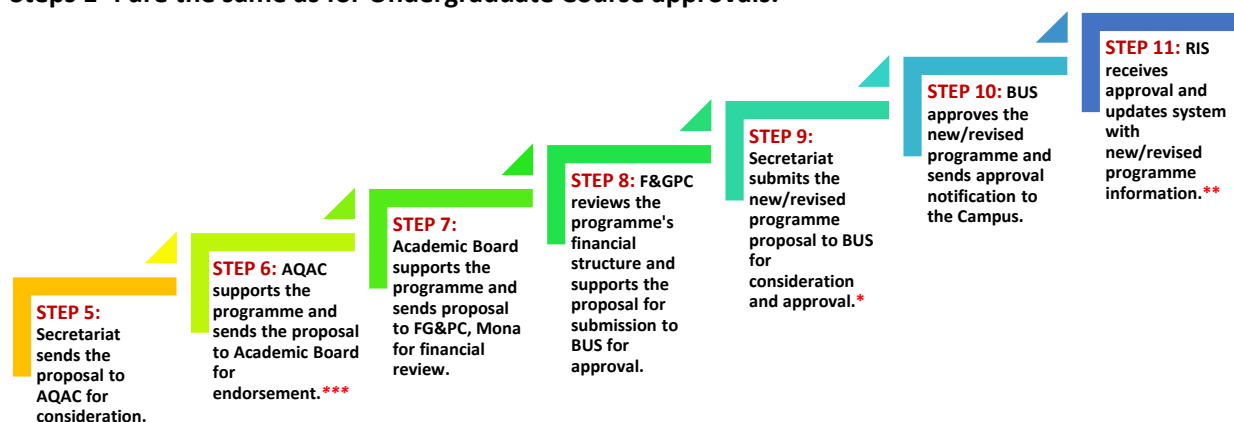
# PROCESS FLOW FOR THE INTRODUCTION OF NEW/REVISED COURSES AND PROGRAMMES AT MONA (UNDERGRADUATE & GRADUATE)

## PHASE ONE



## UNDEGRADUATE PROGRAMME APPROVAL

Steps 1-4 are the same as for Undergraduate Course approvals.



\* Proposals coming from AQAC must be signed by the HoD, Dean and AQAC Chair. Similarly, proposals being sent to BUS for consideration MUST BE signed by the Chairman, Academic Board.

\*\* Newly approved programmes being submitted to RIS to be defined in the system MUST BE completed with the following:

- i. *Approved Proposal Template for New/Revised Taught Undergraduate Programme*
  - ii. *Completed Cover Page for New/Revised Taught Undergraduate Programme*
  - iii. *Signatures of HoD, Dean, AQAC Chair, Academic Board Chair and the BUS Chair. (The BUS Chair will NOT sign the Approval Process Signature Page unless the AQAC and Academic Board Chairs have signed.)*
  - iv. *Completed Course Offering Template. (Course offering templates can be obtained from RIS.)*
- \*\*\*** *Proposals to be tabled at Academic Board must be accompanied by a Budget signed by the Campus/Deputy Bursar. Evidence of Cross-Campus Consultation and sign-off from Library, Bookshop, OOL and CETL must also be included.*

**There are three general approval tracks for Undergraduate programmes scheduled to start in September – Early, Regular and Late. The time by which programme proposals are expected to complete each track is as outlined below:**

### **OCTOBER APPROVAL (Early Track)**

This track involves the commencement of the programme approval process **at least three Semesters before** the expected start date of the programme. It maximizes a programme's potential for success due to the early lead time available to put all necessary arrangements in place.

- I. **FAQAC** – March
- II. **Faculty Board** – May/June
- III. **AQAC** – July
- IV. **Academic Board** – September
- V. **F&GPC, Mona** – September
- VI. **UF&GPC** – October
- VII. **BUS** – October
- VIII. **RIS** – October

### **IMPLICATIONS**

- i. Programme would be available in the system for students to select from the start of the application period in November.
- ii. Students should be able to get tuition letters early enough to secure funding.
- iii. Adequate time to fully promote the programme to prospective students.
- iv. Increased likelihood of attracting the number of students desired.

### **FEBRUARY APPROVAL (Regular Track)**

This track involves the commencement of the programme approval process **early in the academic year before** the expected start date of the programme. It assures a programme's availability for selection by students but may result in missed opportunities due to the time that the programme is added to the system.

- I. **FAQAC** – September
- II. **Faculty Board** – October
- III. **AQAC** – November
- IV. **Academic Board** – January
- V. **F&GPC, Mona** – January
- VI. **BUS** – February
- VII. **UF&GPC** – February
- VIII. **RIS** – March

### **IMPLICATIONS**

- i. Programme would not be available in the system for students to select from the start of the application period in November.
- ii. Students would be able to get tuition letters early enough to secure funding.
- iii. Little time to fully promote the programme to prospective students.

### **MAY APPROVAL (Late Track)**

This track involves the commencement of the programme approval process **late in the academic year before** the expected start date of the programme. It limits the possibility for enrolment due to the addition of the programme to the system after the application period has closed.

- I. **FAQAC** – November
- II. **Faculty Board** – January
- III. **AQAC** – February
- IV. **Academic Board** – April
- V. **F&GPC, Mona** – April
- VI. **UF&GPC** – May
- VII. **BUS** – May
- VIII. **RIS** – June

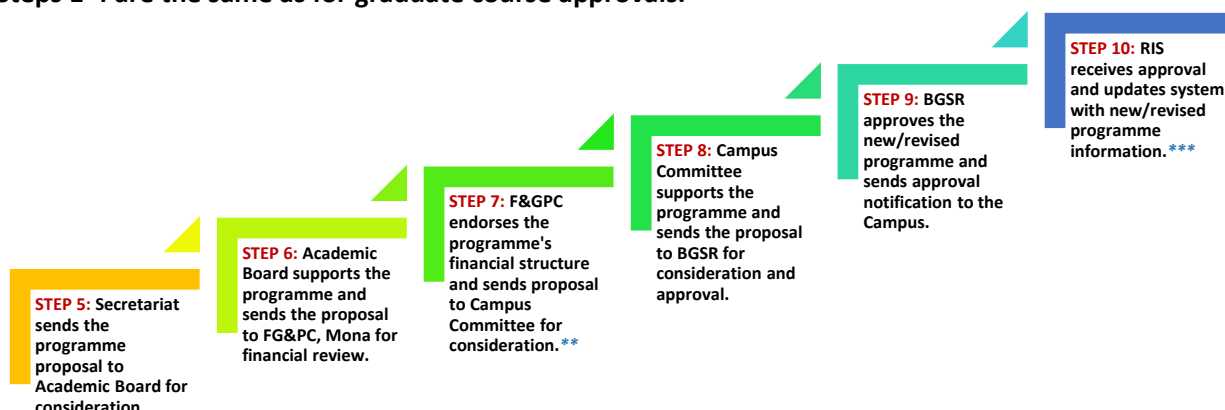
### **IMPLICATIONS**

- i. Programme would not be available for students to select during the regular application period.
- ii. Students would not be able to get tuition letters early enough to secure funding.
- iii. Little time to fully promote the programme to prospective students.



## GRADUATE PROGRAMME APPROVAL

Steps 1-4 are the same as for graduate course approvals.



\* *Extensive modifications to graduate courses may require approval from BGSR.*

\*\* *Proposals being submitted to Campus Committee must be signed by the HoD, Dean and Bursar. Similarly, proposals being sent to BGSR for consideration MUST BE signed by the Campus Committee Chair. All programme proposals must also include a budget signed by the Campus/Deputy Bursar.*

\*\*\* *Newly approved programmes being submitted to RIS to be defined in the system MUST BE completed with the following:*

- i. *Approved Proposal Template for New/Revised Taught Graduate Programme*
- ii. *Completed Cover Page for New/Revised Taught Graduate Programme*
- iii. *Signatures of HoD, Dean, Bursar, Campus Committee Chair and the BGSR Chair. (The BGSR Chair will NOT sign the Approval Section unless all the aforementioned officers have signed.)*
- iv. *Completed Course Offering Template. (Course offering templates can be obtained from RIS.)*

There are three general approval tracks for Graduate programmes scheduled to start in September – Early, Regular and Late. The time by which programme proposals are expected to complete each track is as outlined below:

### OCTOBER APPROVAL (Early Track)

This track involves the commencement of the programme approval process **at least three Semesters before** the expected start date of the programme. It maximizes a programme's potential for success due to the early lead time available to put all necessary arrangements in place.

- I. **Faculty Committee** – February
- II. **Faculty Board** – April/May
- III. **Academic Board** – June
- IV. **F&GPC, Mona** – June
- V. **Campus Committee** – August
- VI. **UF&GPC** – October
- VII. **BGSR** – October
- VIII. **RIS** – November

### IMPLICATIONS

- i. *Programme would be available in the system for students to select from the start of the application period in November.*
- ii. *Students should be able to get tuition letters early enough to secure funding.*
- iii. *Adequate time to fully promote the programme to prospective students.*
- iv. *Increased likelihood of attracting the number of students desired.*

## **FEBRUARY APPROVAL (Regular Track)**

This track involves the commencement of the programme approval process **early in the academic year before** the expected start date of the programme. It assures a programme's availability for selection by students but may result in missed opportunities due to the time that the programme is added to the system.

- I. **Faculty Committee** – May
- II. **Faculty Board** – September
- III. **Academic Board** – October
- IV. **F&GPC, Mona** – October
- V. **Campus Committee** – December
- VI. **UF&GPC** – February
- VII. **BGSR** – February
- VIII. **RIS** – March

### **IMPLICATIONS**

- i. Programme would not be available in the system for students to select from the start of the application period in November.
- ii. Students would be able to get tuition letters early enough to secure funding.
- iii. Little time to fully promote the programme to prospective students.

## **MAY APPROVAL (Late Track)**

This track involves the commencement of the programme approval process **late in the academic year before** the expected start date of the programme. It limits the possibility for enrolment due to the addition of the programme to the system after the application period has closed.

- I. **Faculty Committee** – November
- II. **Faculty Board** – January/February
- III. **Academic Board** – March
- IV. **F&GPC, Mona** – March
- V. **Campus Committee** – April
- VI. **UF&GPC** – May
- VII. **BGSR** – May
- VIII. **RIS** – June

### **IMPLICATIONS**

- i. Programme would not be available for students to select during the regular application period.
- ii. Students would not be able to get tuition letters early enough to secure funding.
- iii. Little time to fully promote the programme to prospective students.

## **SPECIAL NOTE TO DEANS, HEADS OF DEPARTMENTS AND PROGRAMME COORDINATORS**

Faculty Board presentations are usually made by the relevant Deputy Deans. Additionally, all Academic Board and F&GPC presentations will be made by the respective Deans with support as necessary from the relevant Heads and/or Deputy Deans.

Programme approval takes place in two phases. **Phase One** deals with the preparation and approval of the programme proposal by various Committees/Boards while **Phase Two** is concerned with the submission and approval of the proposed programme fee(s) by the UF&GPC. **For new programmes, the process is only completed when BOTH the programme proposal and programme fee(s) are approved.**

**Phase Two** of the process is particularly important as although the programme fee would have been included in the submitted programme proposal, BGSR and BUS are not authorized bodies to approve fees. These fees must therefore be approved by the UF&GPC. The Office of the Campus Registrar acts as the coordinating office for submissions to this Committee.

UF&GPC meets three times per year, in February, May and October. **Programme fees supported by Faculty Board must therefore be submitted to the Office of the Campus Registrar no later than DECEMBER 1<sup>ST</sup> each year to facilitate approval. Programme Coordinators are encouraged to submit the proposed fees for new programmes whether or not they have been fully approved so as not to miss the scheduled meetings. In instances where a programme is not yet approved, a note should accompany the submission to indicate where the programme proposal is in the approval process. E.g. Faculty Board, AQAC, Campus Committee, etc. Failure to do so will likely result in administrative delays in obtaining fee approvals, issuing tuition letters and the billing of students.**

For further details on the process at the various stages, Programme Coordinators are encouraged to liaise directly with the respective Offices/Officers involved in the process for guidance.

#### **ACRONYM MEANINGS**

- |                              |   |
|------------------------------|---|
| <b>I. AQAC</b>               | – Academic and Quality Assurance Committee            |
| <b>II. BGSR</b>              | – Board for Graduate Studies and Research             |
| <b>III. BUS</b>              | – Board for Undergraduate Studies                     |
| <b>IV. Campus Committee</b>  | – Campus Committee for Graduate Studies and Research  |
| <b>V. CETL</b>               | – Centre for Excellence in Teaching and Learning      |
| <b>VI. Faculty Committee</b> | – Faculty Committee for Graduate Studies and Research |
| <b>VII. FAQAC</b>            | – Faculty AQAC  |
| <b>VIII. F&amp;GPC, Mona</b> | – Finance & General Purposes Committee, Mona          |
| <b>IX. OGS&amp;R</b>         | – Office of Graduate Studies and Research             |
| <b>X. OOL</b>                | – Office of Online Learning                           |
| <b>XI. RIS</b>               | – Registry Information Systems                        |
| <b>XII. UF&amp;GPC</b>       | – University Finance and General Purposes Committee   |