Procedure for Assessing/Revising/Developing Existing/New Programmes/Courses

Internal Review

Is there a gap in our offering?

Do we need to update our courses?

Do we need new courses?

Do you want to change course work to final exam ratio?

BUS template

1. Download and complete relevant templates.

Please note that as part of this process you will have to:

a. Conduct market demand assessment (See market demand assessment guidelines).

b. Send proposal to colleagues across UWI campuses.

c. Send to CETL, Library, Bookshop, Campus Bursary, OOL for review.

Please note that HOD has to review and approve ALL proposals

*all relevant documents are available on this website

Not Approved

FSS Academic Quality Assurance Committee

1. Submit proposal in the first week of the month to your Department's representative. (Please consult this website for specific dates).

2. Present proposal at FSS-AQAC meeting. (Please consult this website for specific dates).

Approved

Not Approved

FSS Faculty Board

Present proposal at Faculty Board

Approved

UWI Mona, Academic Quality Assurance Committee

Present proposal at UWI, Mona AQAC

Approved

Academic Board

Office of the Board for Undergraduate Studies (OBUS)