****[Template for proposing a New Programme. Remove all instructions in square brackets before submission, including this one]

**NEW TAUGHT UNDERGRADUATE PROGRAMME PROPOSAL**

|  |  |
| --- | --- |
| **COVER PAGE** | |
|  | |
| **PROPOSED PROGRAMME TITLE:** [insert programme title] | |
| **SHORT PROGRAMME TITLE:** [not more than 30 characters incl. spaces] | |
| **PROPOSED AWARD:** [specify name of degree, for instance B.A. Program Title] | |
| **CAMPUS:** 🗖Mona 🗖Western Jamaica Campus **🗖Other Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Faculty:** | |
| **ACADEMIC UNIT(S)/DEPARTMENT(S) THAT WILL OFFER PROGRAMME:** [provide name of department. Where a program is being offered by more than 1 department, please specify the primary department with responsibility for the program] | |
| **DELIVERY MODE:** [for instance, face-to-face, Blended, Online] | |
| **PROGRAM TYPE:**  **🗖** Option [standalone; not able to combine with a major or minor]  **🗖** Major | |
| **Degree Type: 🗖 BA 🗖 BED 🗖 BSC 🗖 Diploma 🗖 Other, Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Student Level: 🗖 Undergraduate 🗖 Graduate** | |
| **Course Level: 🗖 Undergraduate 🗖 Graduate** | |
| **Major : 🗖 Same as Programme Name 🗖 Other Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Available as a Minor: 🗖Yes 🗖No** | |
| **Concentration(s) under the Major: 🗖No 🗖Yes, Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **TOTAL CREDITS:** [specify the number of credits for the award of the degree, for instance 90] | |
| **FUNDING 🗖 Self Financing[NON-UGC]**  **🗖 UGC** | |
| **DURATION OF PROGRAMME:** [for instance: three years, full-time, five years part-time] | |
| **PROPOSED START DATE:** [specify first year of offering] | |
| **Admission Requirements/Prerequisites:** | |
| **PROGRAMME SUMMARY:** [provide a brief programme description] | |
| **SIGNATURES:** | **DATES:** |
| **Head of Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Bursar \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Dean of Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Chair Campus AQAC­­­­­­[[1]](#footnote-1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **FOR BUS USE ONLY:**  **□ Approved □ Conditional Approval □ Modify and Resubmit □ Not Approved** | |
| **Chair, BUS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

**Program Name**: [For instance: B.A. NAME]

**Duration of Study:** 3 years (full-time) [Adjust as applicable]

**Minimum number of credits required for graduation:** 90 [Adjust as applicable]

**Expected Start Date:** September 20xx [Adjust as applicable]

**Projected Enrolment**: xx each year [provide motivation, for instance on the basis of current enrolment figures, or market response]

**Admission Requirements**

In addition to fulfilling general requirements for admission into the Faculty of [NAME], applicants must have [provide details of specific subjects required as prerequisites here, if applicable] or equivalent qualifications.

OR:

No requirements beyond the general requirements for admission into the Faculty of [NAME] are applicable.

**Transition**

[Explain how existing students will be affected by this new programme, if applicable. If the programme replaces an existing programme, say when the existing programme will be discontinued.]

**Overview of Programme Description**

[Adjust & expand the following as useful] The Bachelor of Arts/Education/Science [adjust as applicable] in [NAME OF PROGRAMME] is designed to XX. It offers XX. This X-year programme is structured so that during the first year students are exposed to introductory courses in XX. In the second year, XX. In the final year, XX.

**Programme Rationale**

[Explain the need which this programme will fulfill. If it replaces an existing programme, explain why the replacement was deemed necessary.]

**Programme Objectives**

The overall objectives of this programme are to produce graduates who:

1. xx
2. [expand as necessary]

**Programme Outcomes**

Upon successful completion, the graduates of the B.A./Ed./Sc. [adjust as applicable] NAME should be able to:

1. Xx
2. [expand as necessary]

**Programme Structure and Content**

[adjust as applicable] The B.A./Ed./Sc. [adjust] [NAME] consists of a combination of new and existing courses. New courses are highlighted as **NEW** in the table below.

[all courses required for graduation are to be listed, including Foundation courses, free electives, and so on]

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR 1 Semester I** | **Credits** | **YEAR 1 Semester II** | **Credits** |
| [provide course code + name for required courses; add **NEW** to new courses] |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Credits** |  | **Total Credits** |  |
|  | | | |
| **YEAR 2 Semester I** | **Credits** | **YEAR 2 Semester II** | **Credits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Credits** |  | **Total Credits** |  |
|  | | | |
| **YEAR 3 Semester I** | **Credits** | **YEAR 2 Semester II** | **Credits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Credits** |  | **Total Credits** |  |
|  | | | |
| **TOTAL PROGRAMME CREDITS** | | |  |

[where the proposed programme replaces an existing programme, a comparative table which lists the courses in the old programme in one column, those in the new programme in another, possible with explanation of the difference in an in-between column]

Staffing

The courses of this programme will be delivered by existing staff within the DEPARTMENT NAME. [Change if new staff is needed in order for this programme to be offered.]

**Academic Quality Assurance**

The academic quality of the proposed programme will be monitored through the UWI 5-yearly curriculum review cycle, staff/student liaison committee meetings, Department-level examiners’ meetings, and the UWI course/lecturer evaluation. [Add if other mechanisms are in place, for instance through accrediting bodies.]

**Regional Collaboration/ Consultation**

Comments from the Faculties of [FACULTY NAME] at St Augustine and Cave Hill are appended to this document.

**Resources**

The programme will form part of the offerings of the [DEPARTMENT NAME] and will be supported by existing teaching staff and other resources. [adjust as appropriate]

**Budget**

[Append a full budget, with the assistance of the Budget Department in the Bursary.]

**Evidence of Cross-Campus Consultation**

[Copy comments here & explain how they were taken into account.]

1. Through this signature, the Chair confirms that the CETL and the Campus Librarian have been consulted and are satisfied with the programme from the perspective of their responsibilities. The Chair confirms that the Campus Committee has agreed to forward the programme to Academic Board for consideration. [↑](#footnote-ref-1)