COMMISSION FOR HIGHER EDUCATION

GUIDELINES

FOR

DESIGNING CURRICULUM
FOR UNIVERSITY ACADEMIC PROGRAMME

26th March 2009

GUIDELINES FOR DESIGNING CURRICULUM FOR UNIVERSITY ACADEMIC PROGRAMME

SCOPE

These guidelines are applicable to both proposed and existing universities wishing to launch new academic programmes.

The guidelines indicate the basic information that should be included in a curriculum for academic programme.

These Guidelines should be used together with the *Curriculum Standards*

1.0   GENERAL INFORMATION

    1.1   **Vision and Mission** of the Institution

    1.2   **Philosophy of the Institution**

        Institutional beliefs, values and tenets generated from the Vision and Mission.

        NB: Vision, mission and philosophy should be as stated in the Proposal or Charter.

    1.3   **University Admission Requirements**

        1.3.1 Minimum university entrance requirements;

        1.3.2 Other admission requirements (where applicable);

        1.3.3 Procedure of application for admission to the University.

    1.4   **Academic Resources**

        1.4.1 Facilities and Equipment

        A brief description of facilities and equipment that will support the proposed programme(s); these should include:

a) Lecture Rooms

b) Library

c) Information and Communication Technology

d) Laboratories

e) Workshops/Studios

f) Tuition farms/Fields

NB: It should be indicated whether or not the facilities and equipment will be shared with other programmes that are on offer.

1.4.2 Academic Staff

A brief description of the:

a) Teaching Staff

b) Technical/Support Staff

1.5 **Programmes Offered by the Institution**

a) List of all programmes offered.

b) Duration of each programme indicating total lecture hours required for graduation.

c) Definitions of:

    i)   Credit hours

    ii)   Lecture hours

    iii)   Contact hours

    iv)   Course units.

d) Academic organization of the programmes reflecting academic quarters/trimesters/semesters.

2.0 THE CURRICULUM

In these Guidelines, "Curriculum" means an organized programme of study for a given degree, diploma or certificate award incorporating all matters detailed below.

2.1   Title of the Proposed Programme

2.2.   Philosophy of the Programme

The underlying philosophy of the programme should be consistent with the Department, Faculty/School and Institutional Philosophy.

2.3.   Rationale of the Programme

The rationale of the programme should include:

2.3.1 Needs assessment/market survey/situation analysis; and

2.3.2 Justification of the need for the programme.

2.4.   Goal of the Programme

The goal refers to the general purpose of the programme.

2.5.   Expected Learning Outcomes of the programme

The expected learning outcomes of the programme should:

2.5.1 Include specific knowledge, skills, areas of professional development and attitudes that students are expected to have acquired and mastered by the end of the programme; and

2.5.2 Be SMART (Specific, Measureable, Achievable, Realistic and Time-Bound) and learner-centered.

2.6.   Mode of Delivery of the Programme

This could include open learning, distance learning and face to face learning.

2.7.   Academic Regulations for the Proposed Programme

2.7.1 Admission Requirements for the Proposed Programme

2.7.2 Course Requirements

This should include all requirements of the course such as:

      a)   Student class attendance, attachment/practicum/internship, community service.

      b)   Obligations of the lecturer which should entail aspects of course delivery and facilitation.

2.7.3 Student Assessment Policy/Criteria

This should include:

a) Continuous Assessment Tests (CATs);

b) End-Trimester/Quarter/Semester;

c) Practicals; and

d) Other Assessments.

2.7.4 Grading System

The system should indicate Marks and Letter grades

2.7.5 Examination Regulations

This should also include examination malpractices, disciplinary action and mode of appeal.

2.7.6 Moderation of Examinations

This should include the process of moderation and the role of internal and external examiners.

2.7.7 Graduation Requirements

2.7.8 Classification of Degrees

2.7.9 Regulations for Thesis/Dissertation/Project (where applicable).

2.8. Course Evaluation

Course evaluation should include all aspects of the course: the course content, instructional process, infrastructure and equipment

for the delivery, instructional and reference materials and assessments.

2.9. Management and Administration of the Programme

This should include aspects the programme placement/housing, academic leadership and internal quality assurance mechanisms.

2.10. Courses /Units Offered for the Programme

The courses/units offered should include:

2.10.1 A list of common university courses, core programme courses, core specialization courses, electives and other courses to be taken by the students by quarter/trimester/semester per subject /discipline. For each course/unit include:

a) Course codes, which should reveal the specialization, level and year of study and should be unique to every course;

b) Course titles;

c) Credit hours, lecture hours, contact hours and units;

d) Minimum lecturer workload for the course, which should include preparation time for teaching and practical, actual teaching time, setting, administering and marking of continuous assessments and final examinations; and

e) Minimum student workload for the course, which should include attending lectures, seminars, independent/private study, assignments, practicals, preparation for and sitting for continuous assessments and final examinations.

2.10.2 Total credit hours, lecture hours, contact hours and course units required for graduation. This should be in conformity with the Commission's *Curriculum Standards.*

2.11. Duration and Structure of the Programme

This should include the number of academic years, credit/ lecture/contact hours and a table indicating the schedule of courses/ course units per semester/trimester/quarter.

2.12. Course Description

2.12.1   Title of the course;

          This should include code and credit hours/lecture hours/course units

          NB: Prerequisites should be indicated where applicable

2.12.2   Purpose of the course;

2.12.3   Expected Learning Outcomes of the Course;

          The expected learning outcomes of the course should:

a) Include statements of knowledge, skills and attitude that the student would be expected to acquire, and the tasks he/she would be expected to perform or accomplish after taking the particular course; and

b) Be SMART (Specific, Measureable, Achievable, Realistic and Time-Bound) and learner-centered.

2.12.4   Course Content;

          Course content should include all possible topics to be covered under the course.

2.12.5   Mode of Delivery;

          This could include lectures, discovery learning, problem-based learning, experiential learning, group-based learning, independent studies and e-learning.

2.12.6   Instructional Materials and/or Equipment;

2.12.7   Course Assessment;

2.12.8   Core Reading Materials for the Course

          The materials should include textbooks, journals and e-materials; and

2.12.9   Recommended Reference Materials;

The materials should include textbooks, journals and e-materials.

3.0   APPENDICES

3.1   Appendix I: Facilities

Checklist of facilities should include the number, capacity and usage (specific to department/shared) of conference halls, lecture rooms and theatres, lecturers' offices, laboratories, workshops, studios, farm and field facilities and internet access points.

3.2   Appendix II: Equipment and Teaching Materials

Checklist of equipment and teaching materials should include type, number, capacity and usage (specific to department/shared) of desktop computers (PCs), laptops/notebooks, projectors, computer software, laboratory equipment and special equipment.

3.3   Appendix III: Core-Texts and Journals

List of core-texts and journals, which should encompass subject areas, number of titles and volumes for both print and electronic materials

3.4   Appendix IV: Academic Staff

a)   List of teaching staff and their experience in University teaching, professional experience, publications and patents and academic qualifications, showing dates and where they obtained their qualifications:

    i) Bachelors Degree

    ii) Masters Degree

    iii) Doctoral Degree

b)   List of teaching staff specifying their academic ranks, listed according to departments/disciplines/ subjects and showing full-time and part-time staff and lecturer's

average workload per academic year indicating the leader of each subject/discipline; and

c) List of relevant academic support/technical staff listed according to departments/disciplines/ subjects and showing qualifications and years of working experience.

3.5   Appendix V: University Policy on Curriculum Development

Note:

Academic programmes submitted to the Commission for Higher Education must be accompanied by evidence of approval by the relevant body within the institution. Such bodies include the Senate/Academic Board in established Universities and Interim Technical Committees for proposed institutions.

Disclaimer:

The Commission for Higher Education reserves the right to amend the content of these guidelines without notice. Institutions should obtain the latest edition from the Commission.

26th March 2009