AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Checklist for Submitting New Academic Programme Proposals to Academic Senate
Policy Number	UG- 004
Approved by	Academic Senate
Date of Original Approval	November 2023
Contact Office	Registrar's Office

1.0 PREAMBLE

1.1 When submitting an academic proposal to Academic Senate, care should be taken to ensure that all loose ends in the proposal are closed / firmed up and information provided is relevant and up to date.

1.2 It is imperative that programme proposals are first vetted in internal academic unit committees before being forwarded to Academic Senate for review.

1.3 The proposal should ensure conformity to the requirements of the University's Curriculum Development Policy (UG-001), all applicable University academic policies and follow local / regional higher education authority guidelines for purposes of accreditation / recognition of the degree / qualification.

1.4 Any deviation from University academic policies should be brought to the notice of the University Registrar and Academic Senate.

1.5 The proposal should be accompanied by:

1.5.1 At least two external reviews of the programme covering the overall structure, academic content, academic rigour, assessment methodology, other important attributes.
1.5.2 A sign-off / critique on the programme budget from the Chief Financial Officer.

2.0 INTRODUCTION/ BACKGROUND / RATIONALE FOR THE PROGRAMME

2.1 The programme should be broad-based and consider the relevant needs of other on-campus programmes; some courses could be offered as electives in other programmes.

2.2 Confirmation that Unit-level endorsement has been obtained.

2.3 Explain what makes the programme unique or different to similar programmes, if any, offered in the market.

2.4 Specify any prerequisites for enrolment.

3.0 EXTERNAL SPONSORS FOR THE PROGRAMME

3.1 If any, to be identified with an accompanying note.

4.0   STAKEHOLDERS / TARGET AUDIENCE / PROFILE OF PARTICIPANTS

4.1   Conduct needs assessment and / or feasibility study to justify marketability of programme, long-term demand, and sustainability.

4.2   If assessment or study is not conducted, give strong reasons for the same.

5.0   PROFESSIONAL ACCREDITATION

5.1   Where applicable, these should be mentioned.

6.0   EFFECT ON RELATED PROGRAMMES, IF ANY

6.1   Explain the interrelatedness with other programmes; synergistic effect on other programmes; any 'piggy-back' relationships with other programmes.

7.0   STATE THE EVALUATION CRITERIA TO ASSESS THE EFFECTIVENESS/ IMPACT OF THE PROGRAMME IN THE SHORT AND LONG TERM

8.0   DESCRIPTION OF THE PROGRAMME

8.1   To elaborate where applicable:

8.1.1   Level of the programme (certificate, diploma, bachelors, masters or PhD)
8.1.2   Offered full-time / part-time / or a combination of the same
8.1.3   If based on the concept of 'sequential accumulation of credits' leading to a higher qualification
8.1.4   Term-based or semester-based
8.1.5   Independently or jointly offered; If joint, give profile of partners (internal and external)
8.1.6   Open and Distance Learning (ODEL), on-campus or residential programme, or a combination of face-to-face and ODEL.
8.1.7   Aims, objectives and outcomes of the programme.
8.1.8   Exit competencies upon graduating from the programme.
8.1.9   Programme structure and design with respect to:
- Strands / modules/ course descriptions
- Elective and compulsory courses including any philosophical underpinnings of the module/ course
- Thesis/ dissertation
- Practicum/ internship
- External Examiners: State the terms of appointment. (Refer to existing policies on External Examiners.)
- Credit framework and timeframe. (Refer policy on 'Credit Framework': UG 002.) Explain the basis of credit unit calculation and distribution of credits for the modules/ courses.

9.0   STATE THE REQUIREMENTS FOR GRADUATION

9.1   Successful completion of all coursework, both core and elective courses; practicum; field projects; any other special projects; successful defence of thesis/ dissertation (where applicable); minimum attendance for each course in the programme; adherence to policy guidelines on plagiarism, ethics etc.; minimum CGPA, as per policy.

10.0   EVALUATION OF COURSE PARTICIPANTS

   10.1   Explain if the evaluation will be based on continuous assessment, end-of-term summative examinations or combination of both.

11.0   SPECIFY THE MAXIMUM AND MINIMUM TIME ALLOWED FOR GRADUATING FROM THE PROGRAMME

   11.1   See University UG - 009. In addition, specify action to be taken in case of failure to meet the criteria to continue in the programme based on on-going monitoring by term/ semester (for example warning, suspension, termination).

12.0   DESCRIBE THE INTERNAL ORGANISATIONAL STRUCTURE FOR OVERSEEING THE PROGRAMME TO ENSURE CONTINUED ADHERENCE TO INTERNATIONAL STANDARDS

13.0   BRIEFLY EXPLAIN THE MARKETING STRATEGY TO ADVERTISE/ PROMOTE THE PROGRAMME

14.0   ADMISSIONS

   14.1   State the prerequisites / entry criteria (e.g. required qualifications / years of experience, knowledge of English). Mention if English language support will be provided to enrolled students throughout the programme.

15.0   SELECTION PROCESS

   15.1   The entire admission process / selection criteria should be described in detail. It should be made known to all, transparent and above-board: admission test; interviews (separate / joint); personal statement; references / testimonials (professional and/or institutional); curriculum vitae; other criteria.

16.0   DEVELOPMENT AND INSTRUCTIONAL TEAM

   16.1   State the desired qualifications / expertise of lead faculty and their availability to teach in the programme.

17.0   STATE THE MEDIUM OF INSTRUCTION

18.0   DESCRIBE THE SYLLABUS FOR EACH COURSE/ MODULE

   18.1   The description should cover the following:

      18.1.1 Course objectives
      18.1.2 Outline of course content
      18.1.3 Teaching / Learning / Delivery Strategies
         • Face-to-face, lectures, demonstrations, role-play, simulation, group discussion, etc.
         • On-line interactions
         • Distance Learning
         • Combination of above
         • Reflective journal
         • Textbooks, hand-outs, assigned readings, CDs / DVDs, bibliography etc.

      18.1.4 Learning resources
         • Library

- Learning Resource Centres
- Web sites / searches
- Laboratories
- Field Sites

- Any others (attending / presenting at conferences, workshops etc.)

18.1.5 Assessment Strategies (including reflective journal)

18.1.6 Mentorship

19.0 QUALITY ASSURANCE MECHANISMS

19.1 Mechanisms to monitor programme quality should be elucidated in the proposal, including effective feedback mechanisms for the self- directed learning sessions.

19.1.1 Monitoring and evaluation by students of:
- Course
- Faculty
- Overall programme structure / content

19.1.2 Monitoring and evaluation by faculty of:
- Course
- Faculty who has taught in the programme (peer review)
- Overall programme structure / content

19.1.3 External review of the programme

20.0 SPACE REQUIREMENTS

20.1 Space requirements for students, faculty and staff should be projected for the short, medium and long terms. This is necessary to avoid a reactive situation caused by inadequate planning when, due to a surge in enrolment; the University finds itself in a quandary to provide the additional space needed on short notice.

20.1.1 No new programme should be launched unless space availability (classroom / laboratory / computer lab etc.) is confirmed in line with NCHE standards.

20.1.2 Consider sharing of space between academic units as per timetable of courses.

21.0 STATE SCHEDULE OF PROGRAMME OFFERINGS FOR THE NEXT THREE (3) YEARS

22.0 STUDENTS RELATED MATTERS

22.1 Financial assistance available

22.2 Accommodation (if applicable)

22.3 Mentorship

22.4 Placement services (if applicable)

23.0 BUDGET AND FINANCE

23.1 Finance should independently critique the proposal budget which should be signed-off by the CFO. All associated human resources and other costs should be included.

23.2 Academic Senate will review the recommendations of Curricula Development and Review Committee and then take an informed decision whether to endorse the programme or not. In any case, any approval granted for a new programme offering is for an initial period of three years and then re-evaluated in the light of experience. Senate may then decide to continue with the programme or to discontinue it.

23.3 Resource Implications

23.3.1 The general assumptions upon which the programme costs, including personnel cost, are based should be realistic, carefully examined, and appropriately clarified. The budget should take into account the following needs:
- Additional faculty: Any honoraria or other remuneration to be paid to visiting faculty, internal and external to the country, should be in line with prevailing rates
- Additional staff
- Additional space
- Additional equipment
- Additional furniture and fixtures
- Additional learning resources e.g. library books, subscriptions to magazines/ journals, subscription to databases etc.
- Additional administrative expenses e.g. communication, photocopying, printing, stationery, utility, transportation, etc.
- Additional infrastructure costs e.g. new construction, new utility lines, new network cable lines, etc.

23.4 Tuition Fees

23.4.1 The rationale for the fee structure or payment of a stipend should be sufficiently justified. Offering of fellowships/ teaching assistantships.

23.5 Other

23.5.1 Other resource implications such as IT, Library, Registrar's Office, Student Affairs, Hostels, etc.

24.0 RESEARCH: THESIS / DISSERTATION / PROJECT

24.1 Ensure that the scope and duration of the students' thesis are manageable within the prescribed timeframe and resources.

24.2 Students should not be geographically restricted in their research if conducted within budgetary constraints.

24.3 It is the responsibility of developers of the graduate programmes to ensure that there is adequate provision for students' research costs in the total programme cost if the research is part of the University's obligation.

25.0 SPECIAL FEATURES

25.1 To be noted if any. For example, travel, field trips etc.

26.0   GENERAL INFORMATION

27.0   CRITERIA FOR SELECTION OF FACULTY TO TEACH IN THE PROGRAMME

27.1   The criteria should be linked to the policy on the 'Requirements for Designation of Graduate Faculty'. It is not good practice to have faculty with Master's level qualification in a discipline, especially lead faculty, to teach in a Master's programme in that discipline. Possibility of engaging visiting faculty should be considered to help lessen the workload of AKU faculty members; it also gives an opportunity to expose the student to diverse points of view.

28.0   SUSTAINABILITY OF THE PROGRAMME

28.1   State the minimum number of students to be enrolled in a course if it is to be offered. State also the proposed cohort size.

28.2   State the conditions/ circumstances under which the programme will not be offered (e.g. non-availability of specialised faculty, stoppage of funding).

29.0   CONCLUSION / ACTION REQUESTED

29.1   State unambiguously the scope of approval required.

30.0   AUTHORS

30.1   The names of the authors of the proposal should be clearly stated and the proposal dated.