

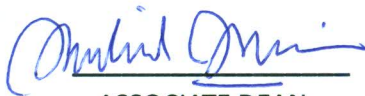
**THE AGA KHAN UNIVERSITY**  
**Medical College, Pakistan**  
**Master & Doctorate (Graduate) Education**

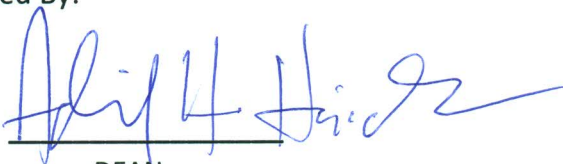
**Policy for the Appointment of  
Programme Director and Course Director in Master Programmes**

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Approved By:

  
ASSOCIATE DEAN  
GRADUATE STUDIES

  
DEAN  
MEDICAL COLLEGE

**SCOPE**

The Programme Director and Course Director appointments are crucial to effectively managing and administrating graduate programs and individual courses within an educational institution. This policy document provides a structured framework for selecting and appointing Programme Directors and Course Directors for Master programmes at AKU-MC.

**1. PROGRAMME DIRECTOR**

- 1.1. Each master’s programme shall have a designated programme director (PD), and the position must be internally advertised every three years by the Department.
- 1.2. Candidates for PD of the graduate programme must:
  - 1.2.1. Be a full-time faculty member, preferably an assistant professor or above.
  - 1.2.2. Be a thesis supervisor within the programme.
  - 1.2.3. Have demonstrated commitment to education and academic administration for at least 3 years.
  - 1.2.4. Experience in curriculum/course/program development/ implementation, particularly in graduate education.
  - 1.2.5. Evidence of scholarly activities, such as grants/ publications/ presentations within the field of study.
- 1.3. A Selection Committee shall be formed to review the applicants’ CVs and statements of interest and interview the short-listed applicants.

- 1.4. The Selection Committee shall include at least one faculty from the concerned Section/Department, a student from the same programme (both nominated by the Department Chair), and a faculty representative external to the department nominated by the Associate Dean for Graduate Studies.
- 1.5. The Selection Committee shall make recommendations to the Department Chair for the final selection of the PD, who shall appoint the PD in consultation with the Associate Dean for Graduate Studies.
- 1.6. The term of office of the PD shall be for a maximum period of three years.
- 1.7. The Department Chair may extend the term of a PD for another three years in consultation with the Associate Dean for Graduate Studies. A maximum of two consecutive terms shall be entertained.
- 1.8. After completion of the second term, the incumbent will be eligible to reapply after a gap of three years (one term).
- 1.9. If a change of PD is needed before the conclusion of their term, the Department Chair must communicate to the Associate Dean for Graduate Studies in writing, including the reason(s) for the change of the PD.

## **2. COURSE DIRECTOR**

- 2.1. Each course in the programme shall have a designated Course Director.
- 2.2. The Course Director must:
  - 2.2.1. Be a faculty member.
  - 2.2.2. Preferably a thesis supervisor within the programme.
  - 2.2.3. Have an experience in teaching graduate-level courses.
  - 2.2.4. Have demonstrated excellence in teaching and mentoring graduate students.
  - 2.2.5. Experience in curriculum development and assessment to ensure the course meets educational standards and goals.
  - 2.2.6. Show adaptability and flexibility in handling diverse student needs and academic challenges.
- 2.3. The Department Chair shall approve the Course Director on recommendation of the Programme Director.
- 2.4. The Programme Director shall review the performance of the Course Director and provide feedback and guidance.

Note: Any changes in the appointment of programme or course directors must be timely informed to the Office of the Associate Dean for Graduate Studies and updated in the AKU Graduate Catalogue.

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