

5. PROGRAMME APPROVAL

5.1 New Programme of Studies

The following steps show the procedure for the approval of any new Programme of Studies at the University of Mauritius. The procedure is also outlined in the flowchart **UoMQA10** given in **Annex 2**.

- 5.1.1 The Department/ Centre identifies a new Programme of Studies e.g. as a result of University strategy, from surveys on market demands, specific market needs, international trends or request from any particular Ministry/ Institution.
- 5.1.2 The Faculty/ Centre concerned sets up a Programme Board of Studies (Departmental or Interdisciplinary) taking into account the type of Programme identified.
- 5.1.3 The Board of Studies prepares a draft of the Programme of Studies according to the format of Programme proposal.
- 5.1.4 The Programme proposal is sent to the Advisory Committee.

5.1.5 *Composition and Terms of Reference of Advisory Committee (as per University of Mauritius Statutes Section 21.1)*

The Board of each Faculty/ Centre may appoint one or more Advisory Committees in the subjects of the Faculty/ Centre consisting of:

- (a) the Dean/ Director as Chairperson;
- (b) the Professors holding posts allocated to the Faculty/ Centre;
- (c) such members of the Faculties/ Centres as are designated by the Board of Faculty/ Centre;
- (d) not more than 12 persons not being members of the full-time academic staff of the University with special interests in the subject of concern, to the Advisory Committee appointed on the nomination of the Vice-Chancellor and the Dean of Faculty/ Director of Centre jointly for such periods and on such conditions as the Board may, in each case determine.

Each Advisory Committee shall receive information and reports from the Dean of the Faculty/ Director of Centre on the teaching and research of the Faculty/ Centre in the subjects that concern it and on proposed academic developments in those fields, and shall advise the Board on the relevance of the curricula to the national need, on matters concerning the employment and careers of past students of the University and in fields in which further teaching or research is needed.

- 5.1.6 If the Programme Board of Studies is interdisciplinary, the Programme proposal is submitted for views to the parent Department before being sent to the Advisory Committee. The views of the parent Department should be submitted to the Programme Board of Studies normally within two months.
- 5.1.7 The Advisory Committee considers the Programme proposal and informs the Board of Studies of its views. After modification (if any) and approval, the proposal is submitted to the Faculty/ Centre Board.
- 5.1.8 The Faculty/ Centre Board considers in turn the Programme proposal and if it is approved by the members of the Board, the Programme proposal is submitted to the Teaching and Research Committee.

5.1.9 After approval by the TRC, the approval of the Senate is sought on the matter.

During the approval process due consideration should be given to the academic standards of awards and the quality of the learning opportunities available.

5.2 Revised Programme of Studies

5.2.1 The Programme Board of Studies considers introduction of new modules, changes to modules from academic staff or changes in mode of assessment/delivery. The rationale behind the revised proposal must be given.

5.2.2 Major modifications to a Programme include:

- changing Programme name;
- 25% or more change in Programme content;
- major changes to regulations specifically applicable to the Programme.

Minor modifications to a Programme may include addition of a module, change in module content or withdrawal of a module and less than 25% change in the Programme.

5.2.3 If the amendment is approved by the Programme Board of Studies and if the change is minor (as defined in section 5.2.2), it is submitted to the Department (if the Programme Board of Studies is interdisciplinary) and Faculty Board.

5.2.4 If there is major modification (as defined in section 5.2.2), it must be submitted to the Department (if the Programme Board of Studies is interdisciplinary), Advisory Committee, Faculty Board, TRC and Senate.

5.3 Timetable for Approval

5.3.1 The recommended timescale for approval by TRC and/or Senate of new and revised Programmes is as follows:

New Undergraduate/ Postgraduate Programme	9-12 months prior to start
Major modification to a Programme	9 months prior to start
Minor modification to a Programme	6 months prior to start

These are recommended timescales to allow for the inclusion of information in the Faculty/University Handbook(s)/ Prospectus and university website.

5.3.2 Faculties/ Centres can introduce a new/ revised Programme with a shorter lead-time to take account, for example, of the appointment of a new member of staff. However, it is essential that students be made aware of any modifications to their chosen Programme. Modifications need to have been approved in time to allow them to be reflected in the documentation given to students at the beginning of each year.

5.3.3 Programmes cannot be advertised as being available in documents such as the Faculty/University Handbooks/ Prospectus until they have been approved by TRC and/or Senate; however, because of the long “lead-in” times for the publication of such documents, Programmes can be advertised as being available “under review” or “subject to formal approval”.