

Document Title	PROGRAMME CYCLICAL REVIEW PROCEDURE			Page 1 of 4
Document Number	028	Document Revision	B	Date Issued
				01/10/2019

GENERAL INFORMATION				
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		Updated responsibilities: HOC → DPVPET; DDPM → Deputy Director; Registrar → DP Registrar;		

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## 1. POLICY

It is the College policy that:

- Programmes are to be reviewed to ensure appropriate, current and relevant content, level and delivery;
- All deadlines for programme review are to be followed;
- Objectives set for programmes reviews are relevant and responsive to the needs of the various stakeholders;
- Review of programmes takes note of feedback from internal and external stakeholders.

## 2. PURPOSE AND SCOPE OF DOCUMENT

2.1 Monitoring and periodically reviewing of programme curriculum are essential processes in order to continuously improve learning provision at MCAST. Within this context and in line with the policy standard stipulated in the National Quality Assurance Framework for Further and Higher Education, the purpose of this procedure is to explain the on-going monitoring and review of programmes. This procedure applies to all MCAST accredited programmes.

## 3. PROGRAMME REVIEW

3.1 Programme reviews are to be conducted:

- a) at the end of the first programme cycle,
- b) on a cyclical schedule (at least once every three years) or
- c) as the need arises (unscheduled).

3.2 A request for programme review may also be put forward to the Deputy Principal VPET by Senior Management also on information received from external stakeholders as a result of new developments in the field of study.

3.3 Deputy Principals VPET working in liaison with Institute Directors, Deputy Directors, Coordinators, Lecturers and Top Management Team are responsible for the review process.

3.4 The review process needs to take note of feedback from:

- a. Individual students and student bodies;
- b. Industry / Business / NGO stakeholders (when major changes are proposed);
- c. College staff, Institute Directors, Coordinators and Lecturers, QA,
- d. Internal and external academic reports / reviews, complaints, appeals.

3.5 The feedback and proposed changes are consolidated and communicated via the Programme Review Form, referenced to below, by the Deputy Principal VPET or their appointed designate to the Curriculum Director.

3.6 Programme reviews are to be documented via the relevant form (Doc 084). The Curriculum Department is required to maintain records and traceability of all programme reviews.

3.7 Programme reviews that are completed by end of March can be launched in the prospectus and be implemented during the following academic year.

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#### 4. EVALUATION OF PROPOSAL FOR PROGRAMME REVIEW

- 4.1 If the suggested changes are not substantiated by enough feedback from all stakeholders and/or if the Director of Curriculum is not in agreement with the rationale that justifies the suggested changes, the DP VPET or his appointed designate is requested to collect more information and feedback and to resubmit the request at a later date.
- 4.2 If the suggested changes are substantiated by enough feedback, the Director of Curriculum and the DP Registrar will determine the nature of the change being proposed, namely:

##### 4.2.1 Cyclical review with no changes required

If the programme is deemed to be current and appropriate, the programme is retained and a new programme code is allocated and notified to the DP Registrar.

##### 4.2.2 Minor Changes (Refer below for definition)

If minor changes need to be conducted, the DP VPET in liaison with the subject expert (internal and/or external) shall update the programme specifications. Updated programme specifications are then forwarded to the Curriculum Department. An accreditation expert is then engaged to validate the minor changes proposed in the curriculum. Once these minor changes are approved, the Programme Code is updated accordingly and the DP Registrar notified.

##### 4.2.3 Major Changes (Refer below for definition)

Major changes shall be applied following the processes according to the 'New Programme Design, Development and Approval Procedure' referred to below entering at the stage deemed appropriate by the Curriculum Department according to the changes required.

##### 4.2.4 Proposal for programme withdrawal

The Curriculum Director and the DP Registrar will refer programmes for withdrawal to the Programme Approval Board.

#### **Reference document:**

Doc 084 : Programme Review Form

Doc 013 : Programme Design, Development and Approval Procedure

#### **Definition of Terms**

**Minor Changes:** *Changes that are related to the content (updates to keep the relevance in view of new developments in area of study), delivery and student experience. Minor changes **must not** affect title, objectives, learning outcomes, units, level of study or credit weighting. A new programme code is required.*

**Major Changes:** *Substantial changes to an extent that it would not be possible to ensure parity for any student retaking the programme in a subsequent year. Hence a new programme code would be necessary to avoid misleading transcript information.*

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## Appendix 1: Flowchart for Programme Review Process

**Note :** Programme review can take place at the end of the first programme cycle, scheduled (every three years) or unscheduled (as the need may arise). In all the above cases, the relevant form (Doc 084) is to be filled-in and forwarded for approval as indicated below.

