Documentation Guidelines for Proposal of Program Review
(Developed as per section 3.8.10.3 of the Academic Regulations 2021)

The main element in the documentation prepared for program review will be a report by the program team on the operation of the program since it was last approved, based on a critical appraisal on the aspects indicated below:

1. An analysis of how the program overall has operated on the following areas:
    1.1. The value and currency of the syllabuses.
    1.2. Statistics on admissions, enrolments and examination results.
    1.3. An analysis of cohort progression for the past three/four years based on duration of program.
    1.4. For full-time, mixed mode and part time programs, data on initial graduate employment.
    1.5. External review reports since the last program review and staff responses in most recent annual report.
    1.6. The problems encountered, what changes have been introduced to improve it and capitalize on strengths.

2. The curriculum vitae of staff who taught the program.
3. Planned Student Numbers – projection of student intake for next five years.
4. A statement of the changes proposed in the revised program, with a rationale in a table comparing the existing and proposed curriculum and teaching pattern.
5. A statement of the resource implications.
6. The program definition, and a full set of the program descriptors (as per standard format of the University).
7. Review of Curriculum
    6.1. Proposed list of curriculum committee members (member composition to be as per Academic regulations).
    6.2. Working modality – plan of action with timeline for review of curriculum by the committee.
    6.3. Budget – source and expenditure plan.

7. A statement from the Dean of the Institute to confirm that the proposal has the explicit support of the Institute and that the calculations of resources have involved the head of relevant units/department of the Institute.

Name and Signature of Proponent   Signature of Dean of the Institute