

Documentation Guidelines for Proposal of New Program

(Developed as per section 3.8.9.4 of the Academic Regulations 2021)

The documentation for Proposal of new program should include the following elements:

1. Program definition should detail out the following:

- 1.1. The name of the **Institute**.
- 1.2. The **name** of the program and the award or awards to which it leads (Certificate/Diploma/B.Sc/M.Sc, etc).
- 1.3. The **campus** at which the program is offered.
- 1.4. A general statement that sets out the **broad purpose and intention** of the program – an outline of related career opportunities might also be provided
- 1.5. The **entrance requirements** to the program and the progression criteria – the minimum criteria, expressed in terms of subjects, credits and grades, for proceeding to the next stage or year of the program.

2. A justification of the program

- 2.1. This must be accompanied by evidence, or summaries of the evidence with reference to published documents.
- 2.2. For the University to offer a program, there must be a clear justification for that program.
- 2.3. The Justification requires the following elements to be addressed:
 - 2.3.1. The purpose of the program
 - a. The program definition will give a brief formal set of aims. This document will set out in more detail exactly what is in the minds of the initiators that the program will seek to achieve.
 - 2.3.2. The need for a new program.
 - a. Does the program address Bhutan's economic, development and health needs?
 - b. Does the program meet identified training needs, nationally or locally?
 - c. Has there been a market analysis to show the need for the program?
 - d. Is there a need for the program in terms of demand from market? (The evidence to support the need for a program needs to be quantitative and specific)
 - e. Is there evidence from past graduates (other institutes) as to the value and relevance of the program?
 - 2.3.3. Alignment with overall University strategy
 - a. Does the program fit well within the University's overall Strategic Plan, which itself will be related to the country's development plan?

- b. Is the proposed program consistent with the planned development of the University? Example, in terms of the nature of the medical education to be provided, the balance of curriculum provision, the level and the mode of study.

2.3.4. Planned Student Numbers

- a. What are the planned student numbers and how will they build up over the next five years?

3. A statement of the resource needs for the program

The resources, which will be used to support the program, should be specified according to the headings below. A distinction should be made between those resources in place, and those still to be obtained.

3.1. Overall staff support

- 3.1.1. List the academic teaching staff of the concerned department/unit.
- 3.1.2. List the technical and general staff in the contributing departments.
- 3.1.3. Grade and subject area of additional requirements with justification.

3.2. Infrastructure

- 3.2.1. Accommodation including staff rooms and specialized areas.
- 3.2.2. Lecture hall/class rooms.

3.3. Equipment

- 3.3.1. Major equipment items needed.

3.4. Library support

- 3.4.1. List of journals and periodicals relevant to the program currently held by the library.
- 3.4.2. Additional library expenditure needed to support the program, both initial and recurrent.

3.5. ICT Facilities

- 3.5.1. List of computing facilities, software, etc. available to the program.
- 3.5.2. Any additional computing expenditure required.

3.6. Additional facilities

- 3.6.1. Other facilities which will directly support the program.
- 3.6.2. Any additional facilities needed and projected that need to be available with the initiation of the program.

3.7. General expenses

- 3.7.1. List of departmental allocations for general expenses and equipment maintenance in current and previous two years.

4. Curriculum Development

- 4.1. Proposed list of curriculum committee members (member composition to be as per Academic regulations).
 - 4.2. Working modality – plan of action with timeline for development of curriculum by the committee.
 - 4.3. Budget – source and expenditure plan.
5. 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