

**Procedures for Introduction and
Revision of Programmes of Study**

The following procedures should be observed by a Department when it wishes to introduce a new Major or Minor Programme at the undergraduate level or a new postgraduate programme or to institute revisions to an existing programme.

- I. Proposals for introducing a new programme should be submitted to the following bodies for endorsement and approval:
 1. The Department Board concerned;
 2. The Faculty Board concerned;
 3. If applicable, the Senate Committee on General Education;
 4. If applicable, the Graduate Council;
 5. The Senate Academic Planning Committee; and
 6. The Senate.

- II. Proposals for revising both the existing undergraduate and postgraduate programmes of study (within the framework approved by the Senate), including the addition and deletion of individual courses, should be submitted by the Department Board to the Faculty Board concerned for approval.[#]

- III. The proposals should contain the following information:
 1. Justification for introducing a new programme or for revision of an existing programme;
 2. Curriculum design and basic philosophy;
 3. List of courses and course descriptions;
 4. Justification for requirement of additional staff (if any);
 5. Justification for requirement of additional equipments and facilities (if any) for both instruction and research - library holdings, teaching aids, laboratory equipments, research facilities, etc.;
 6. Coordination and collaboration with related fields (where applicable);
 7. Implementation schedule -
To take effect from a certain academic term/year or from a certain year of intake as the case may be.

[#] Proposals on addition and revision of courses under the International Asian Studies Programme should be submitted to the relevant Faculty Board(s) for approval depending on the subject of the courses. If the course will be co-listed as a General Education course, the course proposal should also be submitted to the Senate Committee on General Education for approval.