
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	<b>Undergraduate Programs Policies Manual</b>	Policy Number	UP-03
		Effective Date	12-Aug-2018
	<b>Subject</b> Establishment of a New Academic Program	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
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### 3. Establishment of a New Academic Program

#### Overview

Details the quality assurance framework that regulates the establishment of new academic programs.

#### Scope



Applies to all Colleges and Departments of the UAEU, except CMHS.

#### Objective

The University has identified key elements to ensure the consistency, standards and currency of its academic programs, and assure their effective administration. These elements are given effect as a quality assurance framework that prescribes the minimum requirements of proposals for new academic programs and the processes through which they are approved.



#### Policy

1. The establishment of a new academic program is conditional on production of evidence that:
  - a) it is consistent with the UAEU's Vision, Mission and Strategic Plan;
  - b) there is a need for it based on current market analysis and UAE vision;
  - c) resources are already available or will be available to offer it, including faculty expertise; and
  - d) It conforms to recognized academic standards set within the UAE and by the international academic community.
2. The establishment of a new academic program is further conditional on satisfaction of the requirements set out in the procedures related to this policy and is subject to approval by the Signatory Authority. Subsequent modification of the academic program, such as by changes to a major or other constituent parts, must also satisfy the conditions of (1) above, and is governed by policies and procedures also contained within this Manual.



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## Procedures of Policy No. (3) - Establishment of a New Academic Program

1. Proposals for new academic programs should be initiated within an academic department or college with the support of a core group of faculty who are responsible for meeting the requirements of approval, making practical arrangements to establish the program once approved, and teaching courses in its major specialization(s).
2. The development of full proposals for new academic programs is conditional on prior approval of a concept proposal by the College Council and then the Provost. The program concept proposal is no longer than two (2) pages and includes:
  - a) Rationale for the program (need, broadly defined, including academic justification);
  - b) Target student audience;
  - c) Evidence of need as defined in the rationale;
  - d) Demonstration of the fit of the program with the College/UAEU Strategic Plans;
  - e) Resources required for program start-up and operation;
  - f) Listing of similar programs available at UAEU or within other UAE institutions; and
  - g) Listing of similar programs in high reputation institutions outside UAE.
3. Guidance on the preparation of proposals is found within the webpage of the Provost Office for their content and format or as set in the online curriculum management system (CurricUNET). In summary, in addition to the basic program information (rationale for the program; program objectives, goals and learning outcomes; curriculum and instruction; structure of the curriculum; admission requirements; course descriptions; etc.), all full proposals for new academic programs must contain:
  - a) Assessment of the extent to which the proposed program adheres to the requirements of the UAE Qualifications Framework for the award of Bachelor's degrees;
  - b) Assessment of the extent to which the proposed program will contribute to the achievement of the learning outcome standards identified in the "UAEU Institutional Learning Outcomes";
  - c) Assessment of the extent to which the award of the academic degree may enhance the employment opportunities available to the degree holders;
  - d) Comparative assessment of the conformity of the program to recognized academic standards in its field of specialization as set by the international academic community;
  - e) Assessment of the long-term viability of the program (student demand, need for graduates, resource implications);
  - f) Resources required for the program including: 1) start-up costs, 2) operating costs, and 3) costs for library materials and other learning resources;
  - g) Overview of the faculty specializations required to teach the program;
  - h) An assessment of the relationship between the proposed program and other programs available at UAEU or other UAE institutions;

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- i) Full details of the academic requirements that must be satisfied for successful completion;
  - j) Structures, personnel and processes that will secure effective program management and administration; and
  - k) Opportunities for specialized accreditation (and a plan for securing accreditation if applicable).
  - l) Benchmarking with other similar programs in high reputable institutions in the world.
4. Where appropriate, full proposals must be approved by the Council of the proposing Department and in all cases must be approved by the College Council. If the proposed program will be offered jointly by two Colleges, the proposal must be approved by the Councils of both Colleges.
  5. The Dean(s) of the proposing College(s) will select at least two external reviewers to review the new academic program proposal. The nominated external reviewer must:
    - a) Be an internationally recognized scholar in a discipline relating to the program under review;
    - b) Have substantial experience in external examination, accreditation, licensing or validation of programs of professional preparation offered by higher education institutions; and
    - c) Have no prior connection with the UAEU as student, faculty member, applicant for employment, research collaborator, or partner for the purposes of teaching and academic exchanges.
  6. Comments and recommendations of external reviewers shall be taken into consideration. The Dean(s) is/are responsible to make sure that these comments and recommendations are taken into account within the proposal. Explanations of changes made in response to a recommendation, or justifications of why no change has been made should be given. The finalized proposal must be sent to the Office of the Provost at least eighteen (18) months prior to the intended start-up date of the new program.
  7. Scrutiny and assessment of finalized proposals is delegated to the UPCC. The UPCC verifies the completeness of the program plan and, through a process of discussion and deliberation among committee members, arrives at a decision to recommend whether to offer the program based on the criteria given above.
  8. The Provost will then determine whether to forward the recommendations of the UPCC to the Academic Council for its consideration. The Academic Council's positive recommendation to establish the program will be forwarded by the Vice Chancellor to the University Council for final approval.
  9. If the program is approved by the University Council, the Vice Chancellor will communicate with the relevant national authorities to request licensing/accreditation of the program.

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10. Once the program is licensed/accredited by the relevant national authorities, the Vice Chancellor will communicate with the external institutional accreditor for final approval of the program.
11. The Vice Chancellor notifies the Provost of the outcome of the external institutional accreditor's decision. The Provost will communicate as appropriate to the office of the register and thereafter the concerned College(s).
12. Thereafter the College(s) is/are responsible for the practical implementation of the program, including the introduction of the requirements within the Students' Information System and marketing to relevant stakeholders.