

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Undergraduate Programs Procedures Manual		Related Policy	UP-03
			Effective Date	01-Sep-2014
	Subject		Most Recent Review Date	01-Dec-2013
	Establishment of a New Academic Program		Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC for Academic Affairs		Pages of these Procedures	1 of 2

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 program 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; and
 - f) Listing of similar programs available at UAEU or within other UAE institutions.
3. Guidance on the preparation of proposals is found within the webpage of the Undergraduate Programs and Curriculum Committee for their content and format or as set in the Online Curriculum Management System. 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 achieve the learning outcome standards identified in the "Essential Capabilities of the UAEU Graduates";
 - 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 complement (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;
 - i) A plan for the ongoing evaluation of the program;
 - j) Full detail of the academic requirements that must be satisfied for successful completion;
 - k) Structures, personnel and processes that will secure effective program administration; and

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- l) Opportunities for specialized accreditation (and a plan for securing accreditation if applicable).
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. Nominated external reviewers 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 eight (8) months prior to the intended start-up date.
7. Scrutiny and assessment of finalized proposals is delegated to the Undergraduate Programs and Curriculum Committee (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. The Vice Chancellor notifies the Provost of the outcome of the University Council. The Provost communicates as appropriate to the Office of the Registrar, and thereafter the concerned College(s).
10. 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.