**Minor Programme Document Template**

**PROGRAMME DOCUMENT**

**20xx-20xx**

**Minor in XXX**

**(Month Year**)

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**Note:**

***Items in orange are exclusive to new Programme Proposals.***

1. **General Information**
   1. Minor Programme Title (*in both English and Chinese*)
   2. Major Programme offering the Minor Programme
   3. Department(s) involved in offering the Minor Programme
   4. Philosophy/Rationale of the Minor Programme
   5. Programme aims, objectives, PILOs, and the alignment of PILOs to the HKBU GAs (*visit the* [*CHTL website*](http://chtl.hkbu.edu.hk/main/prog-accreditation/) *for OBTL-related information and the* [*Checklists for Programme Document*](http://chtl.hkbu.edu.hk/documents/obtl/CHTL-OBTL-ProgrammeChecklist-v1-Jan2014.doc) *and* [*Course Syllabus*](http://chtl.hkbu.edu.hk/documents/obtl/CHTL-OBTL-CourseSyllabusChecklist-v3-Jan2014.doc)*.*)
   6. Medium of instruction
   7. Target students
   8. Market survey or external inputs to support the demand for the Minor Programme
   9. Year of implementation
2. **Programme Structure and Content**
   1. Curriculum structure (*including the Minor PILOs-Courses mapping matrix*)
   2. Total number of units required (i.e., 15 units)
   3. Minor Programme contents:

* Required courses or/and
* Elective courses
  1. Schedule of courses by semester (*optional*)
  2. Pre-requisites and levels – at least one 3-unit course must be at Level 3/above

1. **General Regulations for Minor Programmes**

* *The prevailing University regulations should be followed.*
* *List only the deviations from the University regulations (with rationales) and the special arrangements implemented for the Minor Programme.*

1. **Quality Assurance Implementation**

* *The prevailing* [*Quality Assurance procedures*](http://ar.hkbu.edu.hk/staff/qa/intro/) *should be followed.*
* *List only the deviations from the prevailing QA procedures and the internal QA mechanism at Faculty/Department/Programme levels as well as other special QA process implemented for the Minor Programme.*

1. **Programme Management**
2. **Staffing and Resources**
3. **Version Control**

*(Last updated date (e.g., August 20xx))*

**Appendix: Course Outlines/Syllabi**

(*provide a full set of Course Outlines/Syllabi with reference to CHTL’s* [*Checklist for Course Syllabus*](http://chtl.hkbu.edu.hk/documents/obtl/CHTL-OBTL-CourseSyllabusChecklist-v3-Jan2014.doc))

* *Course Outlines updating on the HKBU* [*Course Outline Management System*](https://itsmproj.hkbu.edu.hk/course_outline/login.php)*.*
* *Course Syllabi compilation according to the* [*template*](http://chtl.hkbu.edu.hk/main/prog-accreditation/)*.*

Abbreviations:

|  |  |  |
| --- | --- | --- |
| CHTL | : | Centre for Holistic Teaching and Learning |
| GAs | : | Graduate Attributes |
| OBTL | : | Outcomes-based Teaching and Learning |
| PILOs | : | Programme Intended Learning Outcomes |

Academic Quality Support Section

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