**Degree/Major Programme Proposal Template**

**PROGRAMME PROPOSAL**

**20xx-20xx**

**XXX Programme**

**(Month Year**)

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1. **General Information**
   1. Programme Title (*in both English and Chinese*)
   2. Department(s) offering the programme
   3. Philosophy/Rationale of the programme
   4. Programme aims, PILOs, and the alignment of PILOs with the HKBU GAs (*visit the* [*CHTL website*](https://chtl.hkbu.edu.hk/teachers/obtl.html) *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)*.*)
   5. Programme duration and mode of delivery
   6. Medium of instruction
   7. Planned student intake (*both full-time (FT) and part-time (PT) intakes, if applicable*) (*also include the break-even intake for self-financed programmes*)
   8. Market survey to support the demand for the programme
   9. Career prospects for graduates
   10. Year of implementation
   11. Source of funding
   12. Admission requirements (*include also details of the selection process*)
   13. Exemption policy (*if any*)
2. **Programme Structure and Content**
   1. Curriculum structure (*including the Courses-PILOs mapping matrix*)
   2. Total number of units for graduation (*including the number of units required for Concentration(s), if any*)
   3. Programme contents (*include also the programme structure and the list of courses, and the Concentration structure (and its required courses), if any*):

* Major Core courses
* Major Elective courses
* University Core and General Education Programme
* Honours Project/Dissertation/Final Year Project
* Other special requirements for graduation (e.g., study tour, internship, fieldwork placement, practicum)
  1. Rationale in the course sequence
  2. Schedule of courses by semester
  3. Teaching and learning strategies
* Pedagogical design
* Constructive alignment of ILOs with TLAs and AMs
* Declaration of full adoption of OBTL and Criterion-Referenced Assessment (CRA)

1. **Double-Degree Option** (*if applicable*)

3.1. Partner institution

3.2. Governance responsibilities between the two institutions

3.3. Target students(*including the criteria and application/selection process*

3.4. Unit transfer arrangement (*including curriculum mapping*)

3.5. Progression (*including the study schedule and degrees awarded upon completion of the Double Degrees*)

3.6. Exit plan

3.7. Expenses(*other than tuition fees*)

3.8. Financial support (*if applicable*)

1. **General Regulations for Sub-degree/Undergraduate/Taught Postgraduate Degree Programmes**

(*The prevailing University regulations for particular levels of study should be followed.*)

* *List the special arrangements implemented for the programme, if any.*

1. **Quality Assurance Implementation**

(*The prevailing* [*Quality Assurance procedures*](https://ar.hkbu.edu.hk/quality-assurance) *for particular levels of study should be followed.*)

* *Additional QA mechanism at Faculty/Department/Programme levels, if any.*

1. **Programme Administration and Management** 
   1. Programme Management Structure
   2. Programme Director/Coordinator
   3. Programme Management Committee
2. **Staff Development and Research**

(*indicate the value of the research outcomes, consultancy projects and staff development initiatives on informing/benefiting the teaching and learning of the programme*)

* 1. Research projects of academic staff
  2. Consultancy projects/initiatives
  3. Staff development initiatives

1. **Facilities and Resources**
   1. Teaching venue and support (*including the relevant resources available at the Library, centres/laboratories or other sources*)
   2. Staffing arrangements (*including the arrangement of both FT and PT staff for programme delivery and the teaching assignment for courses according to faculty members’ academic specialties*)
2. **Tuition Fees**
3. **Course Syllabi**

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

* *Course Syllabi compilation according to the* [*template*](http://chtl.hkbu.edu.hk/documents/obtl/OBTLblank.doc)*.*

1. **Faculty CVs**

(*Not more than two pages for each CV*)

*- Staff name*

*- Capacity*

*- Academic qualifications*

*- Teaching experience*

*- Research interests*

*- Selected publications of the last three years*

*- Professional and community services*

*- Academic awards*

*- Other academic achievements (if any)*

1. **Version**

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

Abbreviations:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| AMs | : | Assessment Methods | OBTL | : | Outcomes-based Teaching and Learning |
| CHTL | : | Centre for Holistic Teaching and Learning | PILOs | : | Programme Intended Learning Outcomes |
| GAs | : | Graduate Attributes | TLAs | : | Teaching and learning activities |

Academic Quality Support Section

July 2023