**Minor Programme Document Template**

**Attachment 2b**

**PROGRAMME DOCUMENT**

**20xx-20xx**

**Minor in XXX**

**(Month Year**)

**Table of Contents**

General Information………………………………………… Page No.

Programme Structure and Content………………………….…. Page No.

General Regulations for Minor Programmes………….………. Page No.

Quality Assurance Implementation……………………………. Page No.

Programme Management……………………….…………...... Page No.

Staffing and Resources………………………………………….. Page No.

Version…….…………………………………………………….. Page No.

Appendix: Course Outlines/Syllabi…………………………….... Page No.

**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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