**Degree/Major Programme Document Template**

**Attachment 2a**

**PROGRAMME DOCUMENT**

**20xx-20xx**

**XXX Programme**

**(Month Year**)

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**Notes:**

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

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, objectives, PILOs, and the alignment of PILOs with 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)*.*)
   5. Programme duration and mode of delivery
   6. Medium of instruction
   7. QAC-approved student intake (*both full-time (FT) and part-time (PT) intakes, if applicable*) / Planned student intake
   8. External inputs for the programme (and/or programme viability and sustainability) / Market survey to support the demand for the programme
   9. Career prospects for graduates
   10. Year of implementation
   11. Sources of funding (*provide the break-even intake for self-financed programmes*)
   12. Admission requirements (*also include details of the selection process*)
   13. Exemption policy (*if any*)
2. **Programme Structure and Content**
   1. Curriculum structure (*including the PILOs-Courses mapping matrix*)
   2. Total number of units for graduation (*including the number of units required for Concentration(s), if any*)
   3. Programme contents (*also include the framework of contents, i.e., 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 as well as the clear mapping of courses to programme ILOs and the HKBU GAs (*visit the* [*CHTL website*](http://chtl.hkbu.edu.hk/main/prog-accreditation/) *for OBTL-related information*)
* Declaration of full adoption of OBTL and Criterion-Referenced Assessment (CRA)
* Declaration of adoption of CHTL’s advice on OBTL issues made in the last ACP Visit or at the programme accreditation (*provide rationale for those comments not addressed*)

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

(*include the Double-Degree programmes offered in collaboration with overseas institutions*)

* Partner institution
* Management responsibilities between the two institutions
* Target students(*including the criteria and application/selection process*)
* Unit transfer arrangement (*including curriculum mapping*)
* Progression (*including the study schedule and degrees awarded upon completion of the Double Degrees*)
* Exit plan
* Expenses(*other than tuition fees*)
* Financial support (*if applicable*)

1. **Minor Programme** (*if applicable*)

(*provide a separate document using the* [*Minor Programme Template*](https://ar.hkbu.edu.hk/f/upload/2965/Proposed_content_for_a_Minor_programme_proposal.docx))

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

* *The prevailing University regulations for particular levels of study should be followed.*
* *List only the deviations from the University regulations (with rationales) and the special arrangements implemented for the programme.*

1. **Quality Assurance Implementation**

* *The prevailing* [*Quality Assurance procedures*](http://ar.hkbu.edu.hk/staff/qa/intro/) *for particular levels of study 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 programme.*

1. **Programme Administration and Management** 
   1. Programme Management Structure
   2. Programme Director/Co-ordinator
   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 members
  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 delivery of the programme and the teaching assignment for courses according to faculty members’ academic specialties*)
2. **Tuition Fees**
3. **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/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 Control**

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

Abbreviations:

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

Academic Quality Support Section

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