JARAMOGI OGINGA ODINGA UNIVERSITY

OF SCIENCE AND TECHNOLOGY

DOCUMENT : PROCEDURE FOR CURRICULUM
       DESIGN AND REVIEW

DOC. NO : JOOUST/AA/OP 10

AUTHORIZED BY : VICE-CHANCELLOR SIGN:

ISSUED BY : DEPUTY VICE-CHANCELLOR SIGN:
       ACADEMIC AFFAIRS

0.1 DOCUMENT DISTRIBUTION

S. NO	TYPE	OFFICE
(i)	Original	QMR
(ii)	Copy	VC
(iii)	Copy	DVC, AA
(iv)	Copy	R, AA
(v)	Copy	Principal, Deans, Directors and CoDs
(vi)	Soft Copy	JOOUST Website by password

0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
……………	…………………..	………………………
……………	…………………	……………………….
……………	…………………	……………………….
…………..	…………………	……………………….
…………..	…………………	……………………….

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15TH JANUARY,2018

1.0   Purpose: To ensure effective curriculum design and review for academic programmes in JOOUST

2.0   Scope: It covers effective design, development, review and implementation of Curricula for academic programmes in JOOUST.

3.0   References: 4.1 ISO 9001:2015 Standard

4.2 CUE Guidelines for Designing Curriculum

4.3 KEBS Academic Quality Standards

4.4 JOOUST Quality Manual

4.5 JOOUST Statutes

4.6 JOOUST Strategic Plan 2016-2021

4.0   Abbreviations/Acronyms and Definitions

4.1 JOOUST: Jaramogi Oginga Odinga University of Science and Technology

4.2 CUE   Commission for University Education

4.2 QMR: Quality Management Representative

4.3 VC: Vice-Chancellor

4.4 DVC AA: Deputy Vice-Chancellor, Academic Affairs

4.5 RAA: Registrar Academic Affairs

4.6 COD: Chairman of Department

4.7 Curriculum: The academic content of a given programme.

4.8 School Board: Decision organ in a School or Faculty with similar programmes.

4.9 Senate   Top academic organ of the University

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15TH JANUARY, 2018

5.0 Principal responsibility: DVC AA shall be responsible for the implementation of this procedure.

6.0   Method

6.1   Dean/CoD shall ensure collection and collation of interested parties views on the need to design new curriculum every two years or/and as need arise.

6.2   Dean/CoD shall ensure collection and collation of interested parties views on the need to review existing programmes which have been implemented for a full cycle or/and as need arise.

6.3   Dean/CoD shall ensure interested parties views are collected using appropriate data collection methods such as surveys, administration of questionnaires, interested parties forums, media contacts, research reports, commissioned studies, customer feedback among others.

6.4   The Dean/CoD shall ensure collected and collated views are used to design new or review the existing programme.

6.5   The Dean/CoD shall present the proposed new/reviewed programmes to the School/Departmental Boards for consideration and recommendation.

6.6   The Dean shall forward the new/reviewed programme to DVC, AA for tabling in the Deans Committee.

6.7   The Dean shall present the proposed new/reviewed programme to the Deans Committee for consideration and recommendation.

6.8   The DVC, AA shall present the proposed new/reviewed programme to the Senate for consideration and approval.

6.9   The VC shall forward the approved programme to the Commission for University Education (CUE) and/or professional body for accreditation.

6.10   If the programme is not approved at any stage, it shall be reverted to the proposer to incorporate and implement the views/decisions as suggested.

6.11   The VC shall communicate the decision of the CUE and/or professional body to the DVC,AA

6.12   The DVC, AA shall communicate the results to the Dean/CoD.

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15TH JANUARY, 2018

6.13   The Dean/CoD shall mount the new/revised programme if accredited.

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15TH JANUARY, 2018