



**JARAMOGI OGINGA ODINGA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**DOCUMENT : PROCEDURE FOR CURRICULUM DESIGN AND REVIEW**

**DOC. NO : JOOUST/AA/OP 12**

**AUTHORIZED BY : VICE-CHANCELLOR**

**SIGN:** 

**ISSUED BY : DEPUTY VICE-CHANCELLOR  
ACADEMIC AFFAIRS**

**SIGN:** 

**0.1 DOCUMENT DISTRIBUTION**

<b>S. NO</b>	<b>TYPE</b>	<b>OFFICE</b>
(i)	<b>Original</b>	<b>QMR</b>
	<b>Copy</b>	<b>VC</b>
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**0.2 DOCUMENT CHANGES**

**DATE CHANGES AUTHORIZED BY**

**27/4/2012** Revised the Method to include Curriculum Review, method of views Collection and approval process



**29/4/2013** Procedure reviewed to reflect change of status from BUC to JOOUST Changed title of procedure from Curriculum Development and Review to Curriculum Design



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and Review

**29/04/2014** Procedure reviewed to reflect new regulations  
By CUE



**30/04/2015** Procedure reviewed for adequacy



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

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

**3.0 References:** 4.1 ISO 9001:2008 Standards  
4.2 JOOUST Quality Manual  
4.3 JOOUST Statutes  
4.4 The curriculum  
4.5 University Strategic Plan

**4.0 Terms and Definitions**

- 4.1 BUC:** Bondo University College
- 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 HOD:** Head 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 JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- 4.10 Senate** Top academic organ of the University

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**4.11 CUE** Commission for University Education

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

**6.0 Method**

- 6.1 CoDs shall collect and collate stakeholders’ views on the need to establish new and review of the existing programmes every two and four years respectively.
- 6.2 The Dean/CoD shall collect the stakeholders view through administration of questionnaires, stakeholder forums, media contacts, research reports, commissioned studies, customer feedback among others.
- 6.3 The Dean/CoD shall use the collated views to develop new or review the existing programme.
- 6.4 The Dean/ HoD shall present the proposed new/reviewed programmes to the School/Departmental Boards for consideration and approval.
- 6.5 The Dean shall notify DVC, AA of intention to table new/revised programme for consideration by the Deans Committee.
- 6.6 The Dean shall present the proposed new/reviewed programme to the Deans Committee for consideration and approval.
- 6.7 The DVC, AA shall present the proposed new/reviewed programme to the Senate for consideration and approval.
- 6.8 The VC shall forward the approved programme to the Commission for University Education (CUE) and/or professional body for accreditation.
- 6.9 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.
- 6.10 The VC shall communicate the decision of the CUE and/or professional body to the Senate.
- 6.11 The DVC, AA shall communicate the results to the Dean/HoD.
- 6.11 The Dean/HoD shall mount the new/revised programme if accredited.

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