



COMMISSION FOR UNIVERSITY EDUCATION

FORM/CUE/Acc./9

GUIDELINES FOR DESIGNING CURRICULUM FOR UNIVERSITY ACADEMIC PROGRAMME

SCOPE

These guidelines are applicable to both proposed and existing universities wishing to launch new academic programmes.

The guidelines indicate the basic information that should be included in a curriculum for academic programme.

These Guidelines should be used together with the Commission's document on *Universities Standards and Guidelines*.

1.0 GENERAL INFORMATION

1.1 Vision and Mission of the Institution

1.2 Philosophy of the Institution

Institutional beliefs, values and tenets generated from the Vision and Mission.

NB: Vision, mission and philosophy should be as stated in the Proposal or Charter.

1.3 University Admission Requirements

1.3.1 Minimum university entrance requirements;

1.3.2 Other admission requirements (where applicable);

1.3.3 Procedure of application for admission to the University.

1.4 Academic Resources

1.4.1 Facilities and Equipment

A brief description of facilities and equipment that will support the proposed programme(s); these should include:

- a) Lecture Rooms
- b) Library
- c) Information and Communication Technology
- d) Laboratories
- e) Workshops/Studios
- f) Tuition farms/Fields

NB: It should be indicated whether or not the facilities and equipment will be shared with other programmes that are on offer.

1.4.2 Reference materials

A brief description of the

- a) Core-texts in terms of numbers;
- b) E-books in terms of subscriptions;
- c) Print journals in terms of subscriptions; and
- d) E-journals in terms of subscriptions and accessible databases.

1.4.3 Academic Staff

A brief description of the:

- a) Teaching Staff
- b) Technical/Support Staff

1.5 Programmes Offered by the Institution

1.5.1 List of all academic programmes offered in the institution.

1.5.2 Duration of each programme indicating total lecture/instructional hours required for graduation.

1.5.3 Definitions of:

- a) *Credit hours*
- b) *Lecture/Instructional hours*
- c) *Contact hours*
- d) *Course units.*

1.5.4 Academic organization of the programmes reflecting academic quarters/trimesters/semesters.

2.0 THE CURRICULUM

In these Guidelines, “Curriculum” means an organized programme of study for a given degree, diploma or certificate award incorporating all matters detailed below.

2.1 Title of the Proposed Programme

The title should be reflective of the content of the programme.

2.2. Philosophy of the Programme

The underlying philosophy of the programme should be consistent with the Department, Faculty/School and Institutional Philosophy.

2.3. Rationale of the Programme

The rationale of the programme should include:

2.3.1 Needs assessment/market survey/situation analysis;

2.3.2 Stakeholders Involvement; and

2.3.3 Justification of the need for the programme.

2.4. Goal of the Programme

The goal refers to the general purpose of the programme.

2.5. Expected Learning Outcomes of the programme

2.5.1 *The expected learning outcomes of the programme* should:

- a) Be precise and concise;
- b) Include specific knowledge, skills, areas of professional development and attitudes that students are expected to have acquired and mastered by the end of the programme (*refer to the Bloom's Taxonomy of Learning Domains*); and
- c) Be SMART (Specific, Measureable, Achievable, Realistic and Time-Bound) and learner-centered.

2.5.2 In cases where the programme has specialization/option areas, *the expected learning outcomes of the specialization areas* should be included.

2.6. Mode of Delivery of the Programme

This could include open learning, distance learning and face to face learning.

2.7. Academic Regulations for the Proposed Programme

2.7.1 *Admission Requirements for the Proposed Programme*

These should include:

- a) The minimum requirements applicable to candidates directly out of secondary school education and seeking admission into the programme of the Institution;
- b) Alternative requirements applicable to candidates seeking admission into the programme of the Institution including indirect admission requirements; and

2.7.2 *Regulations on Credit Transfer in a programme*

These should include:

- a) Type of certifications recognized for purposes of credit transfer

- b) The maximum number of credits permissible for transfer;
- c) Level of courses eligible for credit transfer; and
- d) Minimum grade required for credit transfer

2.7.3 Course Requirements

This should include all requirements of the course such as:

- a) Student class attendance, attachment/practicum/internship, community service.
- b) Obligations of the lecturer which should entail aspects of course delivery and facilitation.

2.7.4 Student Assessment Policy/Criteria

This should include:

- a) Continuous Assessment Tests (CATs);
- b) End-Trimester/Quarter/Semester;
- c) Practicals; and
- d) Other Assessments.

2.7.5 Grading System

The system should indicate Marks and Letter grades

2.7.6 Examination Regulations

This should also include examination malpractices, disciplinary action and mode of appeal.

2.7.7 Moderation of Examinations

This should include the process of moderation and the role of internal and external examiners.

2.7.8 Graduation Requirements

The graduation requirements should be explicitly provided and should include the passmark and the total number of credits/lecture hours required for graduation purposes.

2.7.9 Classification of Degrees

2.7.10 Description of Thesis/Dissertation/Project (as applicable).

The most applicable aspect of the programme, that is, Thesis, Dissertation or Project should be identified. It should be expounded with details on the:

- a) Institutional definition of thesis/dissertation/project;
- b) Rationale of the thesis/dissertation/project in the programme;
- c) Facets of the thesis/dissertation/project;
- d) Regulations of the thesis/dissertation/project.

2.8. Course Evaluation

Course evaluation should include the procedures of course evaluation and the evaluation of all aspects of the course: the course content, instructional process, infrastructure and equipment for the delivery, instructional and reference materials and assessments.

2.9. Management and Administration of the Programme

This should include aspects the programme placement/housing, academic leadership and internal quality assurance mechanisms.

2.10. Courses /Units Offered for the Programme

The courses/units offered should include:

- 2.10.1 A *distribution table* comprising of a summary of the number of courses/units/credit hours/lecture hours allocated to the Institution's common courses, core courses of the programme, specialization/option area courses and electives;

2.10.2 A **matrix** showing the courses that are covered by each expected learning outcomes of the programme and specialization areas. A skeleton of the matrix is hereby provided:

LEARNING OUTCOMES	YEAR 1		YEAR 2		YEAR 3		YEAR 4	
PROGRAMME LEARNING OUTCOMES								
	Courses	Credit/Lecture hours	Courses	Credit/Lecture hours	Courses	Credit/Lecture hours	Courses	Credit/Contact hours
PLO 1	A B C D E							
PLO 2								
PLO 3								
PLO 4								
SPECIALIZATION LEARNING OUTCOMES								
Specialization 1								
SLO1 1								
SLO1 2								
SLO1 3								
Specialization 2								
SLO2 1								
SLO2 2								
SLO2 3								

NB: PLO refers to Programme Learning Outcomes
SLO represents Specialization area Learning Outcomes

2.10.3 A **list of the Institution’s common courses, core courses of the programme, specialization/option area courses and electives**. For each course include:

- a) Course codes, which should reveal the programme type, specialization area, level and year of study and should be unique to every course;
- b) Course titles, which should be descriptive of the content of the course; and

- c) Credit hours and/or lecture hours.

2.10.4 ***A list of the programme's courses to be taken by the students by quarter/trimester/semester per subject /discipline*** including the

- a) Minimum lecturer workload for the course, which should include preparation time for teaching and practical, actual teaching time, setting, administering and marking of continuous assessments and final examinations; and
- b) Minimum student workload for the course, which should include attending lectures, seminars, independent/private study, assignments, practicals, preparation for and sitting for continuous assessments and final examinations.

2.10.5 ***Total credit hours, lecture hours, contact hours and course units required for graduation.*** This should be in conformity with *the Commission's document on Universities Standards and Standards, the minimum national standards (where available) and professional bodies requirements (where applicable).*

2.11. Duration and Structure of the Programme

This should include the number of academic years, credit/ lecture/contact hours and a table indicating the schedule of courses/ course units per semester/trimester/quarter.

3.0 COURSE OUTLINES

3.1 Title of the course

This should include course code and credit hours/lecture hours/course units

NB: Prerequisites should be indicated where applicable

3.2 Purpose of the course

3.3 Expected Learning Outcomes of the Course

The expected learning outcomes of the course should:

- a) Include statements of knowledge, skills and attitude that the student would be expected to acquire, and the tasks he/she would be expected to perform or accomplish after taking the particular course; and

- b) Be SMART (Specific, Measureable, Achievable, Realistic and Time-Bound) and learner-centered.

3.4 **Course Content**

Course content should include all topics to be covered under the course.

3.5 **Mode of Delivery**

This could include lectures, discovery learning, problem-based learning, experiential learning, group-based learning, independent studies and e-learning.

3.6 **Instructional Materials and/or Equipment**

3.7 **Course Assessment**

3.8 **Core Reading Materials for the Course**

3.8.1 A referencing style should be adopted and consistently applied to all course outlines of the programme

3.8.2 The materials should be current (not more than five years old unless they are classical references) and should include textbooks, journals and e-materials.

3.9 **Recommended Reference Materials**

The materials should include textbooks, journals and e-materials.

4.0 APPENDICES

4.1 **Appendix I: Facilities**

Checklist of facilities should include the number, capacity and usage (specific to department/shared) of conference halls, lecture rooms and theatres, lecturers' offices, laboratories, workshops, studios, farm and field facilities and internet access points.

4.2 **Appendix II: Equipment and Teaching Materials**

Checklist of equipment and teaching materials should include type, number, capacity and usage (specific to department/shared) of desktop computers (PCs), laptops/notebooks, projectors, computer software, laboratory equipment and special equipment.

4.3 **Appendix III: Core-Texts and Journals**

List of core-texts and journals, which should encompass subject areas, number of titles and volumes for both print and electronic materials

4.4 **Appendix IV: Academic Staff**

- a) List of teaching staff and their experience in University teaching, professional experience, publications and patents and academic qualifications, showing dates and where they obtained their qualifications:
 - i) Bachelors Degree
 - ii) Masters Degree
 - iii) Doctoral Degree
- b) List of teaching staff specifying their academic ranks, listed according to departments/disciplines/ subjects and showing full-time and part-time staff and lecturer's average workload per academic year indicating the leader of each subject/discipline; and
- c) List of relevant academic support/technical staff listed according to departments/disciplines/ subjects and showing qualifications and years of working experience.

4.5 **Appendix V: University Policy on Curriculum Development**

Note:

Academic programmes submitted to the Commission for University Education must be accompanied by evidence of approval by the relevant body within the institution. Such bodies include the Senate/Academic Board in established Universities and Interim Technical Committees for proposed institutions.

Disclaimer:

The Commission for University Education reserves the right to amend the content of these guidelines without notice. Institutions should obtain the latest edition from the Commission.

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