Policies & Procedures Manual

UIT University

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Note: The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

5. Policy Provisions

5.1. Introduction: Academic program development is crucial to the University and includes any new undergraduate, graduate, or post-graduate program. All academic program proposals must be approved by the University's Competent Authority and, where applicable, authorized by the Accreditation Council/Regulatory Body before admitting students. These policy guidelines outline the necessary structure, approval, and procedural requirements for academic programs.

5.2. Need Assessment: Identifying industry, business, state entities, societal needs, and student demand is essential when designing any academic program. Data collected and analyzed in this context informs program objectives and curriculum development. The Core Team must gather and analyze relevant data and consult with stakeholders to understand their expectations from the proposed program's graduates.

5.3. Approval Process: The initial steps for program planning and approval begin at the department providing the primary program content. Faculty involvement in curriculum development is crucial. Academic program approval is a three-stage process:

5.3.1. **Stage 1:** Department Planning

5.3.1.1. *Step 1: Concept Paper: Preparation of a Concept Paper (1-2 pages) by the proposer and submission to the Department Chair.*

5.3.1.2. *Step 2: Pre-Proposal: Upon agreement with the Concept Paper, the Department Chair constitutes a Core Team (CT) of relevant faculty members to complete and submit the Pre-Proposal Form (Appendix 'B'). The CT is also responsible for developing the Full Proposal if required.*

5.3.2. **Stage 2:** Full Proposal Development and Evaluation

5.3.2.1. *Preparation of Full Proposal: The CT prepares a detailed Full Proposal.*

5.3.2.2. *Evaluation by BoS: The Full Proposal is evaluated by the Board of Studies (BoS).*

5.3.2.3. *Scrutiny by BoF: The Full Proposal undergoes scrutiny by the Board of Faculty (BoF).*

5.3.3. **Stage 3:** University-Level Review and Approval

5.3.3.1. *Review by BASR: The Board of Advanced Studies and Research (BASR) reviews graduate and postgraduate programs.*

5.3.3.2. *Review by Academic Council: The Academic Council reviews the Full Proposal and recommends the approval, modification, or rejection of all Undergraduate, Graduate, and Postgraduate programs.*

5.3.3.3. *Approval by BoG: The Board of Governors (BoG) reviews the Executive Summary and decides on approval, pending modifications, or rejection. The BoG also determines the implementation timeframe.*

5.4. Post-Approval Actions: Upon program approval by the BoG, the CT/Sponsor Department/Faculty must:

10. Revision and Review of the Policy

10.1. This policy is subject to periodic review and revision to ensure its continued relevance and effectiveness.

11. Appendices

- **Appendix A:** Definitions, Interpretations, and Acronyms
- **Appendix B:** Pre-Proposal Form and Guidelines
- **Appendix C:** Full Proposal Form and Guidelines
- **Appendix D:** Approval Requirements
- **Appendix E:** HEC Checklist for Launching Graduate/Post-Graduate Programs
- **Appendix F:** Program Sheet for Students
- **Appendix G:** Follow-Up Checklist

New Program: Any academic program that will conclude with the conferral of a degree at the bachelor's degree level or above in any field or major not previously offered.

New Students: Students who were not enrolled at the University during the previous semester.

Out-of-Budget: An activity whose financial impact has not been accounted for in either the annual operational budget or the annual development budget and that needs approval by the Competent Authority before implementation.

Participation: Active involvement, enrollment, retention, progression, performance, and transition of students.

Pre-Proposal: A preliminary proposal for an academic program.

Provisions: Policy pronouncements on which action needs to be taken.

Stakeholders: Individuals or groups with an interest in the university's academic programs, including students, faculty, administrative staff, employers, and external regulatory bodies.

Annexure I to Appendix B: Guidelines for Developing Pre-Proposal and Approval Process

Introduction

The development of a pre-proposal for new academic programs is a critical step in ensuring the strategic alignment and feasibility of the program within UIT University. These guidelines provide a structured approach for formulating and reviewing pre-proposals.

Approval Process:

1. **Initial Review:**
   - The Core Team (CT) completes the pre-proposal and shares it with the Department Chair.
   - The Department Chair conducts an initial review and consults with the Dean of Faculty, who is responsible for resource allocation.

2. **Dean's Review:**
   - The Dean discusses the pre-proposal with the Vice Chancellor (VC), with the Registrar and Deputy Director Finance present, to evaluate the proposal's financial viability.

3. **VC Approval:**
   - If the VC approves the pre-proposal, the proposal proceeds to the next stage of developing a full proposal.

Post-Approval Actions:

1. **Development of Full Proposal:**
   - Upon VC approval, the CT develops the full proposal.
   - The full proposal must be submitted within the prescribed timeframe.

Annexure II to Appendix B: Student Enrollment Projection Summary

Proposed Program Enrollment Projections:

Year	Start-up	2nd Year	3rd Year	4th Year	5th Year
New Students Headcount					
FTE Students					
Continuing Students Headcount					
FTE Students					

*Note: FTE (Full Time Equivalent) Students calculation is based on multiplying the part-time student headcount by 1/3 and adding to the full-time headcount.

Annexure III to Appendix B: Summary of Revenues and Expenses Projection

Proposed Program Financial Projections:

Year	Start-up	2nd Year	3rd Year	4th Year	5th Year
No. of Students					
Estimated Revenues (R)					
Estimated Expenses (E)					
Capital Expenditure (B)					
Surplus/(Deficit) (R - E - B)	+/-	+/-	+/-	+/-	+/-

*Note: All amounts are in PKR Millions.

1. **Pre-Proposal Review:**
   - The Curriculum Team (CT) completes the Pre-Proposal Form ACAD-G-01 and submits it to the Department Chair for review and signature.
   - The Department Chair reviews the Pre-Proposal and forwards it to the Dean for further consideration.

2. **Dean's Review:**
   - The Dean reviews the Pre-Proposal and discusses it with the Vice Chancellor (VC), with the Registrar and Deputy Director of Finance present.
   - If the Pre-Proposal is approved, the Dean provides the go-ahead for the development of the Full Proposal.

3. **Full Proposal Development:**
   - The CT develops the Full Proposal using the guidelines and formats specified in Annexure I to Appendix C.
   - The Full Proposal is submitted for review and approval by the relevant bodies, including the Board of Studies (BoS), Board of Faculty (BoF), and, if applicable, the Board of Advanced Studies and Research (BASR).

4. **Final Approval:**
   - Following the approvals from the internal academic bodies, the proposal is submitted to the Academic Council and subsequently to the Board of Governors (BoG) for final approval.

Appendix E to POL-1-AC-000-ACAD-002: HEC Checklist for Launching Masters/Doctoral Programs

Introduction: This appendix provides a checklist based on the Higher Education Commission (HEC) requirements for launching Masters, Doctoral, or equivalent programs.

HEC Criteria Checklist:

1. **University Act/Charter:**
   o Attach the act or charter authorizing the university to offer the program.
2. **Approval of Statutory Bodies:**
   o Provide documentation of approval from the university's statutory bodies.
3. **No Objection Certificate (NoC):**
   o Attach the NoC from the relevant accreditation council if applicable.
4. **Curriculum Compliance:**
   o Ensure the program curriculum aligns with HEC guidelines.
5. **Program Title:**
   o Specify the exact title of the program as it will appear on the degree.
6. **Program Introduction and Commencement Date:**
   o Include a brief introduction and the date of commencement.
7. **Program Objectives:**
   o Clearly state the objectives of the program.
8. **Market and Employment Scope:**
   o Describe the market demand and employment prospects for graduates.
9. **Admission Requirements:**
   o Outline the entry requirements for the program.
10. **Program Duration and Credit Hours:**
   o Provide the duration and a semester-wise breakdown of credit hours.
11. **PhD Thesis Review Policy:**
   o Include the policy for thesis review by foreign and local experts.
12. **Publication Requirements:**
   o State the publication requirements for PhD scholars.
13. **Faculty Requirements:**
   o Ensure the appointment of full-time PhD faculty members.
   o Attach required documents for each PhD faculty member.

Signature:
- **Head of Department:**
   o Name, email address, and contact number.

Follow-up Checklist: Academic Program Proposal

Steps	Who completes this step	☑ when complete
1. Complete the Pre-Proposal Form (ACAD-G-01) and submit it to the Department Chair for signature.	Head of Core Team (CT)	o
2. Review the Pre-Proposal Form and submit it to the Dean for signature.	Department Chair	o
3. Review the Pre-Proposal Form and submit it for Vice Chancellor's (VC) approval. The Pre-proposal will be reviewed by the VC, Registrar, and Deputy Director Finance. If the Pre-proposal is approved by the VC, the Head CT proceeds further to develop the Full Proposal.	Dean	o
4. Complete the Full Proposal Form (ACAD-G-02) using guidelines and specified formats (Annexure 'I' to Appendix 'C') and submit it for Board of Studies (BoS) consideration.	Head of Core Team (CT)	o
5. Submit the Full Proposal to the Board of Faculty (BoF) for consideration and approval.	Dean	o
6. Submit the approved Full Proposal to the Board of Advanced Studies and Research (BASR) for final approval.	Head of Core Team (CT)	o
7. Following BASR approval, submit the program to the Academic Council and/or Board of Governors for ratification.	Registrar	o
8. Ensure the program receives the necessary authorization from the relevant regulatory/accreditation body.	Head of Core Team (CT)	o
9. Initiate the implementation phase of the program as per the approved timeline.	Head of Core Team (CT)	o