THE UNIVERSITY OF HONG KONG

ACADEMIC BOARD

Broad Guidelines for the Formulation of
Proposals for New Academic Curricula

The Academic Board (AB) has drawn up broad guidelines to assist Faculties and departments
in formulating and presenting proposals for new academic curricula, with a view to raising the
degree of awareness of the established mechanism as well as achieving consistency across the
University and efficiency in the process.

The role of Faculty Boards

2. Under the provisions of Statute XXVI, the Board of each Faculty “shall be responsible to the
Senate for the teaching of the subjects assigned to that Faculty…” Faculty Boards are
accountable to the University for the standards and quality of academic curricula and programmes
offered under their auspices, and AB looks to them for the provision of quality assurance and
management.

The responsibilities of Faculty Boards/departments/units

3. It is the responsibility of the Faculty Board to ensure that adequate consultation has already
taken place among the relevant teaching departments, units and committees. While the extent of
consultation varies from case to case, the general understanding is that discussions should not only
be confined to contributing departments/units, but also cognate groups within and, if appropriate,
outside the University. In the cases of multidisciplinary curricula/programmes and collaborative
ventures, such consultative processes are mandatory and are considered all the more significant.

4. For a new self-funded curriculum, approval must be sought at an early stage from the
Finance and Enterprises Office, confirming the financial viability of the proposed curriculum,
without which AB will not be able to deliberate on the proposal. Also, the involvement of the
Strategic Planning and Provost’s Office (SPPO) at an early stage is highly recommended so as to
put the proposal in the context of both the University’s and the Faculty’s strategic developments.

5. The Joint Consultative Committee (JCC) which was established to facilitate dialogue
between Faculties and HKU SPACE should be invited to comment on academic proposals initiated
by either side for advice to AB and the Board for Continuing and Professional Education and
Lifelong Learning.

Consideration process and time schedule

6. Statute XXIII “Powers of the Senate” stipulates in paragraph 2 that

“(1) The Senate may by regulation provide for any of the following matters or for any of
the following purposes –

…

(b) the conditions for award of degrees, diplomas, certificates and other marks of distinction;

(c) courses of study and examinations; . . .

(2) all such regulations shall be reported to the Council and shall come into operation not earlier than 1 semester after the day on which they are made, unless otherwise provided by the Council.”

7. New curriculum and programme proposals at undergraduate and taught postgraduate levels should have received the endorsement of the full Faculty Board, preferably at a meeting or at least in circulation, before submission to the AB Sub-group, which is chaired by the Vice-President and Pro-Vice-Chancellor (Teaching and Learning) (VP&PVC(T&L)) and comprises the Registrar, a member appointed by VP&PVC(T&L) and a co-opted member (if any). The function of the Sub-group is to facilitate the review process by engaging in proactive discussions with Deans and/or Faculty representatives and offering advice on all issues pertaining to the draft proposals. Following the discussions, Faculties will submit a final proposal to AB for consideration.

8. New proposals for professional doctorates should be considered by the Faculty Higher Degrees Committee (and other relevant Faculty committee(s) as necessary) prior to deliberation by the Faculty Board, the Board for Professional Doctorates, AB Sub-group, AB and Senate.

9. In presenting proposals, Faculties should allow ample time for careful deliberation by central bodies, namely, AB via its Sub-group, Senate, Council and Court (the last if a new qualification has to be established under Statute III). For the purpose of illustration, the diagram below shows the key steps involved for consideration of new curriculum proposals at undergraduate and taught postgraduate levels:

![Diagram of decision-making process]

- Court
- Council
- Senate
- UGC
- AB
- AB Sub-group
- Faculty Board(s)
- Department(s)/Unit(s)

(for amendment of Statute III to add new academic qualifications as necessary)

(for approval of tuition fees, and amendment of Statute III to add new academic qualifications as necessary)

(new UGC-funded curricula must receive UGC’s endorsement (if not already included in the approved Planning Exercise Proposal))
10. Specifically, AB is scheduled to meet on the first Friday in October, February and June every year, subject to confirmation. Special meetings may be arranged should the need arise. Faculties should submit proposals (both hard and soft copies) to the Secretary of the AB Sub-group at least 2 months before a Board meeting to allow sufficient time for review by the AB Sub-group and subsequent revisions by Faculties as necessary. More time may be needed if the proposals involve complex issues. Final proposals (both hard and soft copies) should be submitted to the Board Secretary at least 2 weeks before a Board meeting.

**Curriculum proposals**

11. A detailed and comprehensively formulated proposal is crucial to a smooth consideration process. Proposals must include the following details:

(a) Title of curriculum/programme;

(b) Level of study;

(c) Mode and period of study;

(d) Funding mode and student places;

(e) Date of implementation;

(f) Academic rationale and focus;

(g) Academic, societal and professional needs;

(h) Market demand (with market survey results) and competitiveness;

(i) Alignment with strategic plans at University, Faculty and Departmental levels;

(j) Curriculum structure and requirements;

(k) Articulation with other curricula and programmes in the same area of study;

(l) Curriculum governance and administration;

(m) Quality assurance and quality enhancement mechanisms;

(n) Teaching arrangements (including brief particulars of HKU staff);

(o) Financial viability and sustainability, and re-deployment of resources: review of Faculty’s commitments particularly for self-funded programmes. Faculties are required to provide information on how the teaching load will be assigned, and advise whether such load is part of a regular teaching load or an addition to a regular teaching load;

(p) Input from at least 2 or 3 academic assessors to comment on aspects inclusive of, but not limited to, curriculum/programme aims, programme learning outcomes, curriculum design, structure and content, pedagogy and assessment. For professional degrees, comments from the industry, the profession and/or the Government would be helpful in addition to input from academic advisors. The Faculty’s response to the comments received should also be
documented and submitted;

(q) International, local and professional benchmarking of the proposed curriculum/programme;

(r) Proposed curriculum regulations and syllabuses;

(s) Proposed Programme Learning Outcomes;

(t) Proposed Credit Unit Statement; and

(u) Completed Financial Planning Form (for a self-funded curriculum).

12. A template and attendant documents are available to help Faculties and Departments in preparing proposals:

(a) “Template for Offering a New Taught Curriculum / Programme” (document 447/615 re-amended);

(b) Guidance notes (document 446/615 re-amended); and

(c) Academic and financial planning form, and the accompanying guidelines.

All the above documents can be downloaded from http://www.cdqa.hku.hk/guidelines-and-forms.php. A duly completed template can serve as the formal proposal, or as part of the proposal.

Joint, dual and off-campus taught degrees offered in partnership with Mainland and international institutions

13. Where the proposed curriculum is offered in partnership with Mainland or international institutions, the “Guidelines for Joint and Dual Taught Degrees” (document 18/616 amended) or the “Guidelines for Off-campus Taught Degrees” (document 20/616 amended) should be followed (accessible at http://intraweb.hku.hk/reserved_2/cdqa/doc/Joint_Dual_Offcampus/Joint_Dual_Guidelines.pdf and http://intraweb.hku.hk/reserved_2/cdqa/doc/Joint_Dual_Offcampus/Offcampus_Guidelines.pdf respectively). They should be read in conjunction with the current set of broad guidelines (document 375/610 re-amended) and other prevailing University policies, regulations, guidelines, as applicable. The templates for joint and dual degrees and for off-campus degrees can be downloaded from http://www.cdqa.hku.hk/guidelines-and-forms.php.

14. The paragraphs above lay down a fundamental framework for general reference. For more specific issues and circumstances, proposing units are encouraged to seek information and advice from Faculties, SPPO and AB, as appropriate. More information on curriculum development can be found in Chapter 3 of the Quality Manual, which can be viewed at http://tl.hku.hk/quality-manual/.

Academic Board

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