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**GUIDELINES FOR APPROVAL
OF NEW ACADEMIC PROGRAMMES**

TABLE OF CONTENTS

Introduction	1
A. Undergraduate	2
B. Postgraduate	3
C. Affiliation of New Programmes	5
Note	6
D. Approval of Examination results for Graduation of Affiliate Students	6

Introduction

These guidelines have been prepared to provide clear processes for the introduction of new academic programmes by academic units of the University of Ghana. It is expected that heads of units would be guided by this and also given the time requirements for approval, begin the processes early to avoid infractions with our own requirements and from regulatory bodies.

A. Undergraduate

- i. Department originates proposal (bearing in mind requirements by UG, NAB and NCTE to mount a new programme);
- ii. Department organizes a stakeholders (industry, private business operators etc.) meeting to reflect on the curriculum;
- iii. Department sends the document to the Dean's Office;
- iv. Dean's Office tables the proposal before the School Management Committee (SMC);
- v. SMC reviews the document and sends its comments (if any) to the department to revise the document;
- vi. Revised document from the department submitted to the Dean's Office for onward submission to the Office of the Provost;
- vii. Provost's Office tables document before the College Academic Quality Assurance Committee (AQAC) for review;
- viii. Provost's Office tables reviewed document before the College Academic Board for approval;
- ix. Provost's Office sends the approved document to the Chairman of the University Academic Board with copies of forwarding letters and/or excerpts of relevant minutes from the College Academic Quality Assurance Committee and the College Academic Board;
- x. The Chairman of Academic Board considers the proposal and forwards it both to the Pro Vice Chancellor (ASA) for review and to the

- Secretary of Academic Board who forwards an electronic version to members of the Academic Board for review;
- xi. Within three (3) weeks, the Secretary to Academic Board collates comments/inputs from Pro Vice Chancellor (ASA) and AB members for the attention of the Chairman;
 - xii. The Chairman takes one or more of the following actions depending on comments made:
 - a. Approve the programme if there is no objection from AB members
 - b. Approve subject to minor corrections made by AB members
 - c. Request concerns raised to be addressed and proposal resubmitted to the Chairman/Pro Vice Chancellor (ASA) for consideration;
 - xiii. Chairman's decision is communicated to the Provost on behalf of AB and copied to the Dean and Head of Department concerned, by the Secretary to Academic Board within 30 days of original receipt of the proposal;
 - xiv. If there are major concerns, the Pro-Vice-Chancellor, from step 5 above, should discuss the proposal with the College/School/Department concerned;
 - xv. Concerns which cannot be handled in step 7 above should be tabled at a meeting of BEC/AB for further consideration;
 - xvi. Provost's office facilitates the completion of the relevant NCTE/NAB forms by the department and forward same to the Registrar;
 - xvii. Registrar writes to the NCTE to solicit their consent to mount the programme;
 - xviii. Registrar writes and forwards the programme documents to the National Accreditation Board (NAB) for accreditation after the NCTE's consent;
 - xix. College Secretary ensures that the programme is added to the Students' Handbook of the College;

- xx. College Secretary ensures that new courses and approved courses of existing programmes are uploaded onto a dedicated section of the University website.

B. *Postgraduate

- I. Department originates proposal (bearing in mind requirements for mounting a new postgraduate programme);
- ii. Department organizes a stakeholders (industry, private business operators, academia etc.) meeting to reflect on the curriculum;
- iii. Department sends the document to the Dean's Office;
- iv. Dean's office tables the document before the School Management Committee;
- v. School Management Committee reviews the document and sends its comments to the department for revision (where applicable);
- vi. Dean's Office forwards revised document to the Provost's Office;
- vii. Provost's Office tables document before the College AQAC for review;
- viii. Provost's Office forwards revised document to the Board of Graduate Studies for its review. The Board of Graduate Studies, by practice, request the PhD Technical Committee to undertake the programme review on its behalf;
- ix. Provost's Office tables the revised document from the School of Graduate Studies before the College Academic Board for approval. At this meeting, the Dean of the School of Graduate Studies or his representative may be present to assist in the discussions of the document at the College Board for approval;
- x. Provost's Office sends the approved document to the Chairman of the University Academic Board with copies of forwarding letters and/or excerpts of relevant minutes from the College Academic Quality Assurance Committee and the College Academic Board;

** In some instances, a programme could originate from a College/School and a department selected to host it.*

- xi. The Chairman of Academic Board considers the proposal and forwards it both to the Pro-Vice-Chancellor (ASA) for review and to the Secretary of Academic Board who forwards an electronic version to members of the Academic Board for review;
- xii. Within three (3) weeks, the Secretary to Academic Board collates comments/inputs from Pro-Vice-Chancellor (ASA) and AB members for the attention of the Chairman;
- xiii. The Chairman takes one or more of the following actions depending on comments made:
 - a. Approve the programme if there is no objection from AB members
 - b. Approve subject to minor corrections made by AB members
 - c. Request concerns raised to be addressed and proposal resubmitted to the Chairman/Pro-Vice-Chancellor (ASA) for consideration;
- xiv. Chairman's decision is communicated to the Provost on behalf of AB and copied to the Dean and Head of Department concerned, by the Secretary to Academic Board within 30 days of original receipt of the proposal;
- xv. If there are major concerns, the Pro-Vice-Chancellor, from step 5 above, should discuss the proposal with the College/School/Department concerned;
- xvi. Concerns which cannot be handled in step 7 above should be tabled at a meeting of BEC/AB for further consideration;
- xvii. Provost's Office facilitates the completion of the relevant NCTE/NAB forms by the department and forward same to the Registrar;
- xviii. Registrar writes to the NCTE to solicit their consent to mount the new programme
- xix. Registrar writes and forward the programme's document to the National Accreditation Board (NAB) for accreditation after the NCTE's consent;

- xx. College Secretary sends soft and hard copies of the programme's document to the Graduate School to be uploaded onto the University website. The communication to the Graduate School with the document should be copied to the Director of Academic Affairs.

C. Affiliation of New Programmes

- i. University receives application from affiliate institutions;
- ii. Registrar forwards application to the Pro-Vice-Chancellor (ASA) to check for completeness, etc.;
- iii. Pro-Vice-Chancellor's Office forwards application to the respective Colleges;
- iv. Provost's Office refers document to the Head of relevant department for review;
- v. School Management Committee (SMC) considers the proposal after the departmental review and forwards its comments to the Provost's Office;
- vi. Provost's Office tables document before the College AQAC for review;
- vii. Provost's Office invites the affiliate institution to the meeting of the College AQAC Committee to review the proposal;
- viii. Provost's Office ensures that suggested corrections are effected and revised document resubmitted by the affiliate institution;
- ix. Provost's Office tables document before the College Academic Board for approval;
- x. Provost's Office sends the approved document to the University Academic Board for approval;
- xi. The Registrar writes to the affiliate institution on the decision of the University.

NOTE

Institutional Affiliation (1st time applicants seeking affiliation)

- I. For applications seeking institutional and programme affiliation, the applicant should submit Institutional Profile Information together with Programme Curriculum Information;
- ii. The relevant department, as part of the review, conducts an inspection of physical facilities at the applicant institution.

D. Approval of examination results for graduation of Affiliate Students

- i. Academic records of affiliate students are processed and uploaded onto the ITS by the Affiliation Unit of the Academic Affairs Directorate;
- ii. Affiliation Unit prepares provisional examination broadsheet;
- iii. Provisional examination broadsheet is sent to the relevant Provost's Office Provost's Office schedules Examiners Board meeting for the affiliate institution to approve results;
- iv. Provost's Office forwards approved results to the Academic Affairs Directorate;
- v. The Academic Affairs compiles the list of graduating students for the approval of Academic Board.

