



**THE UNIVERSITY OF THE WEST INDIES  
SCHOOL FOR GRADUATE STUDIES AND RESEARCH**

**GUIDELINES FOR SUBMISSION  
OF  
TAUGHT GRADUATE PROGRAMME PROPOSALS  
2007**

**Objectives and Structure of the Guidelines Document**

These guidelines apply to all new taught graduate programmes being proposed for the consideration of the Board for Graduate Studies and Research. The main objectives of the guidelines are: (1) To identify responsibilities and suggest a procedure that should be followed in developing a proposal for the introduction of a new taught graduate programme at the University of the West Indies; (2) To provide a detailed checklist of the pertinent information that Departments and Faculties should consider in their decision to develop and deliver a new taught graduate programme; and (3) To assist the Campus Committees of the School for Graduate Studies and Research, and the Board for Graduate Studies and Research, in determining the appropriateness and viability of proposed new programmes.

This guidelines document consists of a brief section on **Responsibilities and Procedures** and a **Format for Proposals** being prepared for submission to the Board. The format itself has two components:

- (1) **A Cover Page:** which provides summary information about the proposed programme and which must be submitted as part of the programme proposal; and
- (2) **A Programme Description:** which provides the Sections that must be completed and indicates the type of information required in each Section. The Sections are: Aims and Objectives; Rationale; Access and Support; Course of Study and Faculty; Regulations and Assessment; Quality Assurance; and Budget.

**Responsibilities and Procedures**

It is the responsibility of the proposing Department to ensure the thorough preparation of the programme proposal, as well as to initiate the necessary consultation with other Departments that already have or may be considering the development of similar or related programmes. The onus is on the proposing Department to foster intra- and inter-Campus collaboration including, where

possible, the sharing of resources and collaborative delivery of programmes; and to amicably resolve potential conflict or competition concerns. Beyond these responsibilities, the proposing Department should pay particular attention to early consultation with: (a) The Campus Librarian, with regards to library resources, equipment and access; (b) The Campus Bursar, to ensure the development of a realistic budget for the programme, and (c) The Director of the Distance Education Centre, where distance delivery is proposed. The Computer Centre should also be apprised of any additional call on their resources. Departments are urged to include the persons listed above, or their nominees, in their Programme Planning Committee, so that relevant information may be obtained and expertise shared in a timely manner.

Once a draft Proposal has been prepared, it should be circulated directly to the appropriate Departments and Faculties on all Campuses for comment. Copies of the draft Proposal should also be sent to the three Campus Coordinators, with information on which Departments and Faculties on their Campus have been contacted for comments. It is expected that within thirty days of receipt of the Programme Proposal, Departments and Faculties should respond with comments; these might include general advice and suggestions, possible articulation opportunities, opportunities for collaboration and resource sharing, enrollment trends in related programmes, and problems and concerns. Campus Coordinators should monitor the response time and assist the proposing Department or Faculty in their efforts to obtain a timely response. All responses should be addressed to the proposing Dean, with a copy to the Head of Department and the relevant Campus Coordinator. Following this exercise, a revised comprehensive Proposal should be prepared and submitted to the Chair, Campus Committee for Graduate Studies and Research for the Committee's review and recommendations; and for onward submission to the Board for Graduate Studies and Research, should the Campus Committee so decide. All proposals so submitted should include the written responses of other Departments and Faculties as Appendices to the Proposal. Any written confirmation of support for the programme received from the Campus Librarian, the Campus Bursar or the Distance Education Director (as appropriate) should also be appended as part of the proposal. Proposals should be submitted to the Campus Committee in the Semester preceding that in which they are to be considered by the Board for Graduate Studies and Research.

The Board for Graduate Studies and Research may: (1) Approve the Programme unconditionally; (2) Approve the Programme conditionally, subject to minor modifications or clarifications to be overseen by the Chair of the Campus Committee and/or the Chair of the Board; (3) Request a resubmission, following major modifications to the Programme or Proposal; (4) Not approve the Programme; in such an event, it is the responsibility of the Board to provide a clear rationale for its decision. In certain circumstances, e.g., where the proposed Programme represents a significant academic departure for the Campus; where it utilizes a new or experimental pedagogical format or mode(s) of delivery; where it may lead to professional licensure; or where it is designed to articulate with licensure programmes; the Board may request expert external advice or evaluation of the Programme. In rare circumstances, and subject to the recommendation of the Chair of the Campus Committee for Graduate Studies and Research, a proposed Programme may be approved administratively by the Chair of the Board for Graduate Studies and Research. In such cases, the Proposal must be brought to the next Meeting of the Board for ratification.



## PROGRAMME DESCRIPTION

### A. AIMS AND OBJECTIVES

1. Describe the purpose, goals and objectives of the proposed programme.
2. Indicate if the programme replaces an existing programme(s) or is an entirely new programme, *sensu*, no similar programme previously existed. If the former, indicate whether the programme is primarily or exclusively a restructuring of existing courses.
3. Explain the relationship of the proposed programme to the Department's, Campus' and University's Strategic Plan, and show how the delivery of the programme will facilitate implementation of the Strategic Plan(s).

### B. RATIONALE

1. Identify existing or projected programmes in the same or related area at any of the Campuses and their possible impact on the proposed programme.
2. Provide evidence of appropriate consultation with other Campuses. Summarise the results of the consultations, emphasizing those from Campuses with similar programmes. Identify opportunities for inter-programme articulation and inter-campus collaboration in programme delivery, as appropriate. Identify how any undue competition or conflicts between the Campuses arising from the delivery of the proposed programme would be resolved.
3. Identify similar programmes, if any, at other institutions outside of the UWI and the possible impact of these on the proposed programme.
4. Justify the need for the programme in terms of the clientele and the developmental needs of the country and region, and indicate how these needs were established.
5. Indicate the likely demand for the programme and estimate enrollment over a three to five year period. Indicate how the estimate of demand was determined, providing summaries of any surveys conducted or other sources used. Provide the number of students who have indicated an explicit interest in the programme.
6. For programmes designed to prepare graduates for immediate employment, assess the likely employment demand. Indicate any employers who have specifically requested the development of the programme.

### **C. ACCESS AND SUPPORT**

1. Describe the criteria for admission of students to the proposed programme and how the programme will be marketed. Indicate how marketing and admissions processes might encourage increased participation of persons from the UWI 12 Countries and from extra-regional participants.
2. Describe the mode(s) of delivery to be used in the programme and indicate the instructional support arrangements that will be provided.
3. If UWIDEC resources are envisaged, indicate that the appropriate consultations have been conducted and confirm that UWIDEC has agreed to provide the Distance facilities and resources needed for the programme.
4. Describe the library and laboratory (as appropriate) resources and facilities required for the programme. Indicate whether these are currently available, and if not, how they will be acquired.

### **D. COURSE OF STUDY AND FACULTY**

1. Provide a complete outline of the course of study, including course syllabi, credits and a current and comprehensive reading list for each course. Describe the objectives, scope, duration and credit weighting of any proposed Research Project.
2. Describe proposed arrangements for any required attachments, agency placements, internships, and fieldwork, *inter alia*. Provide a list of prospective affiliates, as appropriate.
3. Provide brief biodata of current faculty members who will implement the programme, and describe the qualifications of any faculty to be hired. Identify the Programme Director or Coordinator.
4. Describe the responsibility and qualifications of non-UWI persons who will be involved in programme delivery, whether in course delivery, supervision of Research Projects, fieldwork, internships or attachments. Indicate the mechanisms for selecting such persons to ensure that students receive a high quality experience.

### **E. REGULATIONS AND ASSESSMENT PROCEDURES**

All Regulations and Assessment Procedures must be consistent with those provided in the University of the West Indies Regulations for Graduate Degrees and Diplomas.

Course load/semester; part-time/full time:	
Number of failures per semester:	
Re-sit Examinations:	
Assessment procedures for courses, coursework, fieldwork, internships, or other:	
Assessment procedures for Research Project (as appropriate):	
Time limits for completion:	

## **F. QUALITY ASSURANCE**

All Quality Assurance procedures described must be consistent with those provided in the University of the West Indies Regulations for Graduate Degrees and Diplomas.

1. Describe how the proposed programme will be assessed and reviewed.
2. For professional programmes for which accreditation is to be sought, state the accrediting agency and a timetable for completing the accreditation process.

## **G. BUDGET**

This Section must be completed for all programmes, but is of particular importance in the case of non-UGC funded programmes.

## PROJECTED EXPENDITURE FOR PROPOSED PROGRAMME

EXPENDITURE	ACADEMIC YEAR 1 <sup>(1)</sup>	ACADEMIC YEAR 2	ACADEMIC YEAR 3	ESTIMATED TOTAL COST FOR THREE YEAR PERIOD
<b>Programme Development</b>				
<b>Total</b>				
<b>Advertising and Promotion</b>				
<b>Total</b>				
<b>Personnel ( List personnel)</b>				
Internal reallocation <sup>(2)</sup>				
New Funds <sup>(3)</sup>				
<b>Total</b>				
<b>Airfares and per diems</b>				
<b>Total</b>				
<b>Equipment <sup>(4)</sup></b>				
Internal reallocation				
New Funds				
<b>Total</b>				
<b>Library Acquisitions</b>				
Internal reallocation				
New Funds				
<b>Total</b>				
<b>Capital Expenditure (List)</b>				
<sup>(5)</sup> Internal reallocations				
New Funds				
<b>Total</b>				
<b>Overheads</b>				
<b>Total</b>				
<b>Grand Total</b>				

1. Specify the academic year
2. Internal reallocation means that existing Campus or Centre resources will be used to support the new programme
3. New funds means expenditure engendered specifically by the proposed programme and which will be met by means other than reallocation (see Income Section)
4. Include here equipment which is not capital expenditure
5. Include here a new facility, or renovation of an existing building

## PROJECTED INCOME FOR PROPOSED PROGRAMME

INCOME	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	ESTIMATED INCOME FOR 3 YEARS
Income from Campus New: Reallocation:				
Income from Centre New: Reallocation:				
Income from Donors New: Reallocation:				
Projected Fees (cost per student x no. of students) Full time Part time				
Other income (specify and estimate)				
<b>Grand Total</b>				