TIMELINES FOR LAUNCH OF NEW DEGREE PROGRAMMES

ANNEX A

A) **UG Prog or PG Prog starting in Semester 1 (Special MOE Funding Required)** – BOT’s approval needed 13 mths before course starts

- Programme planning, clearance of prog content & financials, etc.
  - Variable period
  - Apr Yr X
- Table at AAC
- BOT approval/ Put up to MOE
  - Jul Yr X
- Preparation of marketing plan/advertising campaign by CCO/ OAFA/ School OR CCO/GSO/School
- Publicise Programme (in sync with admissions/postgrad marketing campaign)
  - Jan Yr X+1
- Start Programme
  - Aug Yr X+1

B) **UG Prog or PG Prog starting in Semester 1 (Special MOE Funding Not Req’d)** – BOT’s approval needed 10 mths before course starts

- Programme planning, clearance of prog content & financials, etc.
  - Variable period
  - Jul Yr X
- Table at AAC
- BOT approval
- Inform MOE
  - Oct Yr X
  - Nov Yr X
- Start Programme
  - Jan Yr X+1
  - Aug Yr X+1

*Note: Preparatory work for marketing can be done ahead of BOT’s approval. Actual Invitations to Quote (ITQs), tenders, etc can be initiated after approval is given.*
C) PG Prog starting in Semester 2 (Special MOE Funding Required) – BOT’s approval needed 12 mths before course starts

D) PG Prog starting in Semester 2 (Special MOE Funding Not Required) – BOT’s approval needed 9 mths before course starts

Note: Preparatory work for marketing can be done ahead of BOT’s approval. Actual Invitations to Quote (ITQs), tenders, etc can be initiated after approval is given.
INFORMATION ON NEW APPROVED ACADEMIC PROGRAMME

The following new programme has been approved by the Board of Trustees. We provide below information on the programme for OAS’ onward submission to the Ministry of Education (MOE).

1. Name of approved programme:

2. Indication whether programme is subsidized or self-funded.

3. For undergraduate programmes, indication whether the University is seeking MOE funding outside of agreed output target/funding. For postgraduate programmes, indication whether programme is a strategic one for which MOE funding is being sought.

   *(If funding is being sought, the College/School will have to work with the Office of Finance to prepare the full funding proposal for submission to MOE.)*

4. Brief description of programme:

5. Target market for programme (e.g. local, foreign, etc.):

6. Expected annual enrolment at steady state:

Provided by:
__________________________ (Designation/Name)
__________________________ (College/School)

Endorsed by:
__________________________ (Dean of College/Chair of School)