From: Er Meng Hwa (Prof) On Behalf Of Provost
Sent: Friday, September 01, 2006 3:30 PM
To: Dean-College of Science; Dean-Nanyang Business School; Dean-College of Engineering; Dean-College of Humanities and Arts; Chair-Humanities and Social Sciences; Chair-Art, Design & Media; Chair-Biological Sciences; Chair-Chemical and Biomedical Engineering; Chair-Civil & Environmental Engineering; Chair-Communication and Information; Chair-Computer Engineering; Chair-Electrical & Electronic Engineering; Chair-Humanities and Social Sciences; Chair-Materials Science & Engineering; Chair-Mechanical & Aerospace Engineering; Chair-Physical & Mathematical Sciences; Chief Financial Officer; Dean-Graduate Studies; Dean-Graduate Studies; Director-Corporate Communications; Vice President (Academic Services); Dean-Admissions & Financial Aid; Director-Legal and Secretariat Office
Cc: President; Haresh Shah (Prof); Dean-Admissions & Financial Aid
Subject: Circular on Launching of New Academic Programmes/Courses

31 August 2006

Deans of College
Chairs of School
Heads of Department

LAUNCHING OF NEW ACADEMIC PROGRAMMES/COURSES

Introduction

1 This circular details procedures and timelines that Colleges and Schools would need to comply with in planning and preparing for new degree programmes and courses to be launched.

2 The Policy Agreement signed between the University and the Ministry of Education (MOE) requires that the University observe the following before launching and publicizing any new degree programme or course (including diploma courses):

   a) If it is a new undergraduate programme for which we require MOE funding outside of the agreed output targets and funding, MOE’s funding approval must be sought at least 6 months before any public announcement of the programme/course. Examples of such programmes include those for a new school which require MOE’s start-up funding.

   b) Similarly, in the case of a new postgraduate programme for which we are seeking MOE’s funding as a strategic programme, MOE’s funding approval must also be sought at least 6 months before any public announcement of the programme.

   c) If the new programme or course does not require any special MOE funding as indicated above, we would need to inform the Ministry 2 months ahead of public announcement. Such programmes include those which are either covered by the
broad output targets and hence do not require additional MOE funding or programmes which are self-funded.

Process

3 The following are the key steps in launching a new degree programme. Colleges and Schools are requested to abide by the timelines as indicated in the Annex A\(^1\).

a) Programme conceptualization/planning and clearance.

Pending the implementation of a new academic governance structure, an interim clearance process for new degree programmes has been put in place as follows:

- For new undergraduate programmes, the College should first put up the proposal through the Office of Academic Services (OAS) to the Academic Board for their views. Following that, OAS would submit the proposal to a 3-Member Group comprising President, Senior Academic Advisor and Provost, before it is tabled for Academic Affairs Committee (AAC)’s endorsement.
- For new postgraduate programmes, the College should first put up the proposal through Graduate Studies Office (GSO) to the Board of Graduate Studies for their views. Following that, GSO would submit the proposal through OAS to the 3-Member Group and the Academic Board in parallel, before tabling it for AAC’s endorsement.
- Deans should ensure that all necessary financial projections/analysis for each degree proposal have been cleared with the Office of Finance (FIN) before these are incorporated into the proposals to be circulated to the Academic Board (for undergraduate programmes) or Board of Graduate Studies (for postgraduate programmes).

b) Submission of programme proposal to Academic Affairs Committee (AAC) for endorsement.

- Full programme proposals, incorporating the proper financial analysis cleared by FIN, have to be tabled at AAC at least 3 months before submission to the Board for approval. This is to allow time for possible queries/adjustments by AAC.
- AAC Secretary will inform the relevant College, School, Office of Admissions & Financial Aid (OAFA)/GSO, OAS and Corporate Communications Office (CCO) of AAC’s decision/comments on each new programme proposal within a week so that follow-up action can be taken promptly.

c) Circulation of proposal to Board of Trustees (BOT) for approval.

- If and when AAC has endorsed the proposal, OAS/GSO will follow up with the College/School concerned and Company Secretary on the circulation of the proposal to BOT for approval.
Company Secretary will inform all relevant parties, i.e. the respective College, School, OAFA/GSO, OAS and CCO of the Board's decision.

d) Submission of funding proposal (where applicable) or information on new programme to MOE.

- For each programme approved by the Board, the relevant College/School or GSO (in the case of postgraduate programmes) will provide OAS with the following information on the course using the template at Annex B: a short description of programme; whether subsidized or self-funded; target market (local, foreign etc); expected enrolment per year at steady state. They should also indicate whether MOE funding outside of the agreed output target/funding is required (for undergraduate programmes) or whether the University is seeking strategic programme funding (for postgraduate programmes).
- Where special MOE funding is required, the College/School will work with FIN to prepare the necessary funding proposal for submission to MOE. If there are subsequent queries from MOE on any funding proposal, FIN and the relevant College/School will address them. Publicity of the programme can only commence 6 months after the funding proposal is submitted to MOE.
- Where special MOE funding is not required, OAS will forward to MOE the necessary information on the programmes as provided by the Schools using the format at Annex B. Publicity of the programmes can commence 2 months later.

e) Publicity of programme

- Both undergraduate and postgraduate programmes should be publicized 6 – 7 months before course commencement (i.e. by January for a programme starting in Semester 1).
- Preparation for the marketing and publicity of the programme should start about 5 – 6 months before the commencement of publicity. Colleges/Schools should work with the relevant departments, namely CCO and OAFA (for undergraduate programmes) or GSO (for postgraduate programmes).

f) Commencement of programme

- Undergraduate programmes start in Semester 1 (Aug) while postgraduate courses can either start in Semester 1 (Aug) or Semester 2 (Jan).

For Dissemination and Compliance

4 The attached timelines have been drawn up taking into account the regular meeting dates for the AAC and Board of Trustees and the lead time for seeking MOE's funding approval or informing MOE. It is hence important that the timelines be complied with to prevent any interference or disruption to new academic programmes.
5 Please disseminate this circular to relevant faculty members and staff for information and compliance.

Professor Er Meng Hwa
Acting Provost

[1] The process for diploma and postgraduate diploma courses will be the same as for undergraduate and postgraduate programmes, respectively.