

SINU Programme Development and Review Policy

1. Purpose

- 1.1. To ensure that academic programmes are developed and approved in accordance with the Solomon Islands National University Qualifications Framework and the strategic direction and policies of SINU.
- 1.2. To ensure that courses are of high quality, relevant to the discipline or industry, and meet national, regional and international standards for programmes in each field.

2. Definitions

- 2.1. "Course of Lectures" refer to a series of lectures dealing with a specific subject.
- 2.2. "Course" and "Course of Study" refer to structured study which leads to a specific knowledge, skills and competencies, irrespective of whether these result in any credit award.
- 2.3. "Coursework" refers to the aggregate of the credit awarded for all assessments, whether directed or self-directed learning, of a student between the commencement of a unit and the final or end-point assessment for the unit.
- 2.4. "Module" is a component of a unit, sometimes delivered as a stand-alone component with credit award, and sometimes delivered as a component of an ongoing series of learning outcomes
- 2.5. "Programme" refers to a cluster of units which comprise a qualification or an award.
- 2.6. "Unit" refers to a component of a Programme, which has its separate, unique delivery, assessment and credit point(s).

3. Scope

- 3.1. This policy applies to all programmes at SINU.
- 3.2. No programme shall be offered by any Faculty or Institute unless such programme has been approved by the Senate. In considering the proposal for a new programme, the Senate shall give regard to the report from the respective Academic Board on the programme.
- 3.3. The Senate shall determine whether or not to approve programmes, having regard to the following:
 - 3.3.1. Compliance with SINU QF, Academic Policies, and programme development guidelines of the University.
 - 3.3.2. The quality and completeness of programme documentation.
 - 3.3.3. The appropriateness of the programme's aims and objectives to the industry or profession for which the programme prepares the students, including the constitution, size, effectiveness and representative nature of the bodies consulted in the development of the new programme.
 - 3.3.4. Programme structure.
 - 3.3.5. The level of the award(s) and the criteria for recommendation of the award(s).
 - 3.3.6. Admission requirements and time-limits for completion of the programme.
 - 3.3.7. The appropriateness of the teaching and learning methods, including attendance and practical work requirements.
 - 3.3.8. The appropriateness of the methods used for student assessment, and reconsideration of assessments.
 - 3.3.9. The adequacy of staffing levels, staff qualifications, staff development plans, and methods for appraising staff performance.
 - 3.3.10. Quality control measures, including the appropriateness of mechanisms established for internal and external reviews of the programme.
 - 3.3.11. The appropriateness of the resources (financial, human, and physical resources) to deliver a quality programme, and the resource impacts on the University.
 - 3.3.12. Potential risks and threats, and sustainability of the proposed programme.

3.3.13. Any other matter considered necessary for ensuring quality standard of the programme.

3.4. When there is conflict between this policy and specific programme document regulations, the provisions of this policy shall apply.

4. Approval for Development of New Programmes

4.1. Sections which intend to develop new programmes should submit a paper to the Senate (through the respective Academic Board), providing a prima facie justification for the development of a new programme.

4.2. Senate may occasionally require sections to develop new programmes. In such cases, the section shall expeditiously develop the programme.

4.3. Actual detailed development of the proposal should proceed only upon Senate endorsement for the programme development to commence.

5. Programme Development Processes

5.1. Upon approval from Senate, the proposer shall develop the programme document and submit the same, through the processes, to the Senate for approval.

5.2. Programme document must contain details on each unit in the programme, which shall be developed as per the provisions of the University Quality Assurance Manual.

5.3. Senate approval signifies approval to offer the programme.

5.4. Not all programmes need to be offered each year. Each programme marketing must specify the dates for the programme offer, and, if the programmes may not be offered after a specified number of cohort enrolment(s), clearly specify the details on the programme offers.

5.5. After approval and before commencement of a new programme, the School Academic Board is responsible for ensuring that there is full compliance with the approved programme document.

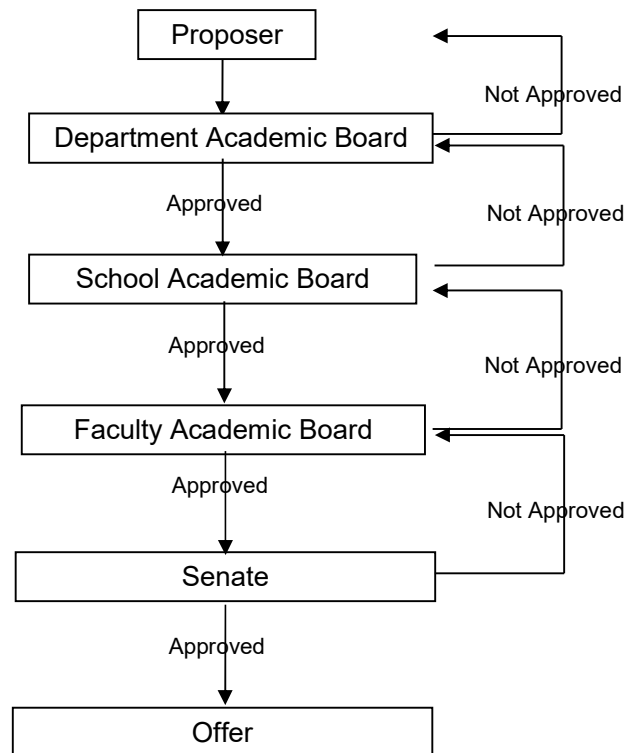
5.6. Figure 1 shows the process of programme development and approval.

6. Short Course / Industry Training Course Development & Review Processes

6.1. All development of short courses for industry training shall follow the processes contained in the Industry Training Course Development and Review Manual.

6.2. Senate shall ensure that there is in place an Industry Training Course Development and Review Manual, which shall regulate, inter alia, industry course and programme development, delivery and reviews.

6.3. When there is conflict between this policy and Industry Training Course Development and Review Manual, the provisions of this policy shall apply.

Figure1: Programme Development and Approval Flow Chart

7. Programme Monitoring and Review

- 7.1. All programmes at SINU are subject to on-going internal and external evaluation and monitoring. The purpose of monitoring and review is to ensure that SINU's programmes are maintained at high quality; are responsive to changes in knowledge, technology and society expectations; and meet the requirements of stakeholders.
- 7.2. Evaluation and monitoring will include regular review of programmes. Input from students and staff, as well as external stakeholders (for example, graduates, moderators, employers and professional individuals and groups) would be considered and discussed at the relevant Programme Advisory Committees to ensure on-going enhancement of the quality of SINU programmes.
- 7.3. A regular cycle of feedback on units in a programme from students and teaching staff is encouraged. A student evaluation of each unit should occur every time a unit is offered. Where concerns have been raised by students or staff about the quality of a unit, these need to be examined and addressed as appropriate. All monitoring will be reviewed by the Department, the School and the Faculty Academic Boards and reported to the Senate annually.
- 7.4. It is the responsibility of each Dean to produce to the Senate at least one programme monitoring and review report from each Programme Advisory Committee per 12 months.
- 7.5. Deans must ensure that there is in place one Programme Advisory Committee per programme offered in the Faculty, and that these should meet at least once a year for the programme monitoring and review.
- 7.6. Graduating Year Review: The Graduating Year Review (GYR) is intended to assure the University that the programme has been delivered according to the approved curriculum and meets an acceptable standard of delivery in relation to SINU regulation and policies. A Graduating Year Review will occur for new qualifications and major subjects in accordance

with the requirements of the Quality Assurance Committee. The review will normally take place following the graduation of the first cohort of students.

7.7. External Review: Programmes

- 7.7.1. The purpose of an external review is to provide confirmation of the programme's continued fitness for purpose, the effectiveness of the annual monitoring and review processes, and programme delivery and assessment methods.
- 7.7.2. External review is normally undertaken by one expert in the field. But occasionally SINU may appoint a team to carry out the external review. Team reviews are normally done for a cluster of related programmes.
- 7.7.3. The Dean/Director, in consultation with the Department, the School (or Institute), recommend to the Pro-Vice Chancellor (Academic) 3 names for external reviewers. The PVCA shall select one person from the list for the external review.
- 7.7.4. An external review of each programme shall be carried out every three to five years.

7.8. External Review: Departments, Schools, Faculties, Institutes and Centres

- 7.8.1. There shall be external reviews of every department, school, faculty, centre and institute of SINU at least every 7 years.
- 7.8.2. The purpose of this external review is to provide an assessment of the quality of the processes, offerings, staffing, management, viability, and strategic fits of each of these entities.
- 7.8.3. This External review is normally undertaken by one expert in the field. But occasionally SINU may appoint a team to carry out the external review.
- 7.8.4. The Pro-Vice Chancellor (Academic), in consultation with the Dean/Director recommend to the Vice Chancellor names of 3 experts who are competent to carry out such a review. The VC shall normally select one person from the list for the external review. The VC may make a direct appointment of an external reviewer who has a superior academic or professional standing than those on the list proposed to him.

8. Professional Accreditation Review

- 8.1. Certain programmes would require professional accreditation in order for the graduates to become members or affiliates of the respective professional body, and/or to get employment.
- 8.2. SINU shall cooperate fully with professional accreditation bodies for assessment and reviews of SINU programmes which fall in this category.
- 8.3. There are two types of accreditation bodies - those which are established by law and empowered to accredit qualifications, and those which are voluntary for professions but which, under their own processes or obligations, seek to accredit qualifications.
- 8.4. SINU shall actively seek out professional bodies in the country which, under law, carry out such accreditation and make it a priority for such accreditation to take place. For bodies which are not established by law, SINU shall assess the bona fide of each body prior to making a decision on their status.
- 8.5. Deans are responsible for preparing all their programmes for accreditation that so need accreditation.
- 8.6. Professional accreditation of a programme does not necessarily eliminate the need for SINU's own monitoring and review processes. The Senate shall make the decision on exempting specified programmes from undergoing SINU's own review process.

9. Quality Assurance

- 9.1. All programmes at SINU shall be subject to Quality Assurance.
- 9.2. Senate shall ensure that the University has in place a Quality Assurance Manual, which shall regulate quality assurance, and provide for the processes and procedures for programme development and reviews.
- 9.3. The Senate shall establish a Quality Assurance Committee (QAC) comprising one

representative of each faculty and institute.

- 9.4. The QAC shall consider all recommendations which come to the Senate from the programme and entity review committees or reports.
- 9.5. The QAC shall also deal with all quality related matters which are referred to the Committee by the Senate, and for compliance with the Quality Assurance Manual.

10. Office of Standards and Quality

- 10.1. SINU shall establish an office responsible for standards and quality, and the requirements on quality assurance.
- 10.2. This office shall be responsible for ensuring that:
 - 10.2.1. All processes for programme and entity reviews are adhered to and the reviews, are efficiently carried out, and
 - 10.2.2. Ensure quality delivery of all necessary support services to meet the core businesses of SINU.
- 10.3. The Office shall report to the Senate on at least a six monthly basis.
- 10.4. The Office shall report to the Senior Management Committee on a quarterly basis on the quality of support services delivered at the University.
- 10.5. The Office of Standards and Quality shall report to the Pro-Vice Chancellor (Academic) for the first 6 year period. Thereafter, the University shall review the organisational efficiency of this reporting structure.