



BLANTYRE INTERNATIONAL UNIVERSITY

BIU ACADEMIC PROGRAMME DEVELOPMENT POLICY

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1. Context

All undergraduate and postgraduate programmes delivered by Blantyre International University, hereby referred to as BIU are accredited by the National Council of Higher Education hereby referred to as NCHE. Such programmes must comply with the principal underpinning quality assurance in Malawi higher education and training and the internal quality assurance requirements in BIU.

2. Purpose

The Academic Programme Development Policy ensures that BIU programmes are developed in a consistent and effective manner, leading to high quality programmes which meet the academic and quality assurance standards set by BIU and NCHE.

3. Benefits

- 3.1 Programmes will contribute towards fulfilling BIU mission statement meeting its underpinning quality assurance objectives.
- 3.2 Programmes will offer a valuable and professional educational experience to students.
- 3.3 Programmes will be of a standard appropriate to the awards level on the National Qualification Framework to which they lead and are at least comparable with similar programmes offered internationally.
- 3.4 Programmes will meet NCHE academic and quality assurance standards as the accrediting body.

4. Scope

- 4.1 This policy applies to all programmes delivered by BIU and accredited by NCHE.
- 4.2 Out of scope are programmes delivered by BIU and certified by BIU.

5. Principles

- 5.1 BIU is responsible for the internal quality assurance of the programmes it offers.
- 5.2 BIU ensures that its programmes meet international standards to ensure BIU competitiveness nationally and globally.
- 5.3 BIU ensures that its programmes meet NCHE academic and quality assurance standards and requirements under the Act----

6. Policy

6.1 BIU Approval Route

- 6.1.1 All programmes leading to a BIU award must follow the BIU Approval Route detailed below in 7.2 to 7.3
- 6.2 Quality Assurance Policy
- 6.2.1 Programmes offered by BIU should offer a valuable and professional educational experience to students.



6.2.2 Programmes should be developed with the aim of contributing towards fulfilment of BIU mission statement.

6.2.3 Programmes must be of a standard appropriate to the level awards on the National Qualifications Framework to which they lead and be at least comparable with similar programmes offered nationally and internationally.

6.2.4 Programmes must be monitored periodically by BIU as the degree awarding body.

7.Procedures

7.1 Procedure for Initial Internal Work on Programme Development and Review

7.1.1 For each programme which receives Senate approval to be developed and for those due for review, an initial planning meeting is arranged by BIU Undergraduate/Postgraduate Programme Committee with the relevant members of staff. At the meeting the following matters are considered (7.1.2 to 7.1.3)

7.1.1(i) relevant templates for documentation and guidelines put forward

7.1.1(ii) the timetable to programme development and initial approval/ review

7.1.1(iii) the consultations planned as part of the process and the roles of those involved in developing/reviewing the programme, including learning resource providers and academic support services.

7.1.1(iv) plans to engage with and consult students

7.1.1(v) in the case of reviews, the plans for the use of and reflection on annual monitoring reports in reviewing the programme, especially student feedback and the views of external examiners as expressed in their semester reports.

7.1.2 Following from the initial meeting, the Academic Dean or his or her representative will oversee the agreed programme of work.

7.1.3 The finished report will be sent to the Programme Committee in the first instance, then the Senate, then the Board of Directors, then finally follow the procedures outlined in 7.2.3 to 7.2.8 below.

7.2 Approval of BIU New Undergraduate Programme

Each new programme which the Senate has approved

7.2.1 must obtain approval in principle of the proposal idea by the Head of Department (HOD), Faculty Dean, Academic Dean, the Registrar, and the Chancellor.

7.2.2 must have its first draft submitted to the BIU Senate.

7.2.3 must obtain feedback on the draft from BIU teaching and learning designated support staff.



7.2.4 must obtain discipline-specific input into the draft from the relevant BIU faculty(ies)

7.2.5 must be submitted to an external reviewer approved by the HOD 7.2.6 must be submitted to Senate for approval

7.3 Approval of BIU New Postgraduate Programme

Each new postgraduate programme which Senate has approved

7.3.1 must obtain approval in principle of the proposal idea by the Dean of Graduate Studies.

7.3.2 must have notification of its first draft submitted to BIU Senate

7.3.3 must obtain discipline-specific input into the draft from the relevant Faculty(ies)

7.3.4 must obtain feedback on the draft from BIU teaching and learning designated support staff

7.3.5 must be submitted to the Graduate Studies Committee

7.3.6 must be submitted to an external reviewer approved by the Dean of Graduate Studies

7.3.7 must be submitted for approval to the Senate by the Dean of Graduates Studies.

8. Responsibilities

8.1 Academic Dean is responsible for overseeing this policy. Registrar is responsible for its operating procedures in relation to all undergraduate and postgraduate programmes.