



9 July 2010

PROGRAMME MANAGEMENT POLICY

Introduction

This policy defines the roles and responsibilities of officers and students involved in a programme. The assignment of these roles to each and every programme should be a matter of professional judgment and should as far as possible ensure equal opportunities among staff members.

Programme Director

For each programme there shall be a Programme Director, nominated by the Head of School in consultation with the Head of Department. The roles and responsibilities of a Programme Director are as follows:

- To schedule programme reviews thereby ensuring content is up-to-date, relevant and accurate
- To liaise with Programme Coordinators on a regular basis for taking feedback
- To assist School administration in addressing issues pertaining to the conduct of their respective programmes
- To summarise and act on Anonymous Student Feedback, Moderators Report Forms and other documents
- To collaborate with the Employers in identifying and developing links with industry and other stakeholders to aid projects/dissertations and work placements

Programme Coordinator

For each cohort of a programme there shall be a Programme Coordinator, nominated by the Head of School in consultation with the Head of Department, whose roles and responsibilities are as follows:

- Identify appropriate full-time and part-time academic staff, with the assistance of Module Coordinators and recommend same to Head of Departments for approval by the Head of School
- To meet full-time and part-time academic staff on his/her cohort regarding issues raised in Anonymous Student Feedback (ASF), Moderators Report Forms and other operational issues



- Ensure smooth conduct of academic activities for his/her respective cohorts
- Ensure a proper liaison between School administration and students of his/her cohorts
- To meet the cohorts during their first week at UTM and as and when required subsequently for disseminating information pertaining to the conduct of the programmes
- To make recommendations to the Head of Department, regarding student requests for exemptions, or requests for interruption of studies or transfer between programmes

Module Coordinator

For each module there shall be a Module Coordinator, preferably a full-time academic staff member of the School or other Schools. Where module experts are not available internally, part-time academic staff may be chosen to act as Module Coordinator. He/she is the module expert who will provide expert advice on issues pertaining to the module(s). Other roles and responsibilities of a Module Coordinator include inter alia:

- To act as moderator as and when required
- To ensure that the module(s) content is up-to-date, relevant and accurate
- To liaise with full-time and part-time academic staff conducting the module(s)
- To coordinate the issue of Module Information and Plan (MIP) and the setting up of Exam Papers for common modules

Class Representative

For each cohort, there shall be a student who shall be the Class Representative (CR). The students shall nominate their CR with the help of the Programme Coordinator and shall inform the Administrative Officer (Student Affairs) of same. The roles and responsibilities of the CR are as follows:

- To be the spokesperson for the students in the cohort
- To assist the Programme Coordinator and the School administration on operational issues pertaining to his/her cohort
- To attend meetings of the Programme Committee and other committees as and when required.



Programme Committee

In each department of the School there shall be a Programme Committee, chaired by the Head of Department. Members of the committee are:

- The Head of Department (Chair)
- Administrative Officer of the School (Secretary)
- The Programme Directors
- The Programme Coordinators
- The Class Representatives

The objectives of the Programme Committee are:

- To ensure the proper conduct of the programmes
- To address issues raised by students, academic staff, examiners and employers pertaining to the programme.

The committee shall meet every semester after the submission of the semestrial Anonymous Student Feedback and as and when required. Minutes of meetings of the Programme Committee, specifying actions and dates of implementation, shall be submitted to the Head of School for further actions, if any.