

## Curriculum Planning, Delivery and Review Policy

Commencement Date: 01 December 2008

Category: Academic

### 1. PURPOSE

This policy describes the curriculum and delivery procedures to be applied at Curtin Singapore

### 2. APPLICATION

All students at Curtin Singapore enrolled in external party developed programs

### 3. EXCEPTIONS

Nil

### 4. POLICY STATEMENT

1. All externally developed programs shall be covered by this policy
2. The course curriculum for all courses delivered at Curtin Singapore shall be developed by the external owner of the program.
3. The Academic Department shall oversee the Curriculum Planning and Delivery policy
4. Overall responsibility for curriculum planning and delivery shall vest with the Pro Vice-Chancellor.
5. The Academic Board shall endorse all course reviews.
6. Procedures will be adopted to align all courses development and review with those delivered for external partners.
7. The Academic Department shall determine the course units to be delivered in any study period.
8. The Academic Department will determine the time and date of classes to be run to deliver the various units in any study period.
9. The planned units for a study period shall be approved by the Pro Vice-Chancellor and endorsed by the Academic Board.
10. The Academic department will liaise with and work with the individual external program providers in regard to periodic reviews of all programs.
11. In conjunction with the English Department, the Academic Department will determine the academic material requirements for each unit/course in each study period.
12. A process shall be developed for new courses identified by the Singapore Academic Department to recommend to the appropriate external course provider.

### 5. OBJECTIVES

1. To ensure the correct delivery and review of all programs delivered on the Curtin Singapore campus on behalf of external providers.
2. To ensure the delivery of all courses and units in Curtin Singapore of the same quality and standards as those of the external providers.

<b>RESPONSIBILITIES</b>	
Policy Owner	Director Academic Services
Contact	Academic Manager
Review Date	08 October 2012

Revision Ref No	Approved/ Rescinded	Date	Committee /Board	Document Reference
Version 1	Approved	01 Dec 08	Executive Committee	Nil
Version 1.1	Approved	01 Nov 09	Executive Committee	Change of logo and format
Version 2	Approved	08 Oct 10	Executive Committee	Executive Committee Meeting Minutes