

**FEDERAL UNIVERSITY OF TECHNOLOGY,
MINNA, NIGERIA**



**PROCEDURE FOR CURRICULUM
DEVELOPMENT/REVIEW**

1.0 PREAMBLE

In Federal University of Technology, Minna, Nigeria, the curriculum development/review is the multi-step process of creating and improving a course taught at a department, schools and units. The university has a robust framework to frequently review, revise, and update its curriculum as new and different needs arises. Change may be required due to subject-area discoveries, innovations in instructional best practices, or shifts in course delivery. The procedure for curriculum development/review involves several steps which are highlighted in this document.

2.0 CIRCULAR FOR THE REVIEW PROCESS

The Academic Planning Unit (APU) of the Vice-Chancellor shall notify the Vice-Chancellor of the commencement of the development/review of the new/old curriculum. The Vice-Chancellor shall instruct the Registrar to issue a circular to that effect to all the Deans, Head of Departments, Units and Students Union body. The circular is to request all the organs to kick start the development/review of the new/old curriculum following the guidelines.

3.0 APPROACH

The approach for the development/review of the new/old curriculum shall be as follows:

Step 1: Establishment of School/Faculty Committee

Step 2: Establishment of Departmental Committee and Students' Union Committee

Step 3: Establishment of Programme Working Groups (PWGs) at the Department, Units and Students' Union levels (for each programme offered in the university)

Step 4: Departments are to consult industries for their inputs

Step 5: Workshops to induct members of Programme Working Groups (PWGs) on the methodology and approval processes for the review of the curriculum

Step 6: Review/Development of the courses for each programme by the PWGs

Step 7: Inputs of the courses for each programme by the industries to be submitted to the Department

Step 8: Departmental review and approval of the curriculum

Step 9: School/Faculty review and approval of the curriculum

Step 10: Transmission to APU for review

Step 11: Transmission of the curriculum by APU to Academic Planning and Curriculum Development Committee (AP & CDC)

Step 12: Transmission by AP & CDC to Senate for approval

The decisions at the unit/department levels shall be discussed and harmonised at School/Faculty levels. The decisions at the schools/Faculty and service departmental levels shall be discussed and harmonised at APU level. The decisions at the APU level shall be discussed and harmonised at AP & CDC level. The harmonised AP & CDC decision shall be reviewed and approved at Senate.

4.0 CONTENTS OF EACH PROGRAMME

The following shall be provided for each programme:

4.1 Introduction

The introduction should include a brief overview of the programme, how it started and why it started.

4.2 Philosophy of the programme

The philosophy of the Department/programme should be drawn from Nigeria's philosophy of the education, the Vision of Federal University of Technology, Minna and the philosophy of the Profession.

4.3 Vision and Mission Statements of the programme

State clearly the vision and mission of the programme

4.4 Goals/Aim of the Department

State clearly the goals and aims of the proposed programme. Please note that goals are robust/ larger and general and they must be in line with the National policy on Education and within the bounds of the University.

4.5 Objectives of the Curriculum

State clearly the objectives of the proposed programme, please note that objectives are sub goals, that is, smaller achievable/ specific tasks.

4.6 Competencies of Graduates

State clearly the competent functions that the graduates will perform on completion of the programme.

4.7 Regulations Governing Admission into the programme

State clearly the general University regulation, school regulations, and the specific department/programmed regulations

4.8 Matriculation Requirements

Entry into BSc/BTech

Entry into PGD

Entry into PhD

Wavers (if any)

4.9 Duration of the programme

Emphasize the minimum and maximum duration of the programme and the need to spread credit load over this period.

4.10 Examination Regulations

Emphasize the 75% attendance to qualify to sit for examinations.

4.11 Award of Degree

Write up to include qualifications for the award, the minimum CGPA required for graduation, probation, withdrawal (from programme and the UNIVERSITY) etc.

4.12 Regulation Guiding Professional Examinations

As applicable to each programme.

4.13 Schedule of Courses by Semester

Use table/grid to show the program schedule with course code, the title, credit unit, compulsory/electives, theoretical and the maximum credit load per semester/session.

4.14 Course Description

Give a brief description of each course starting the practical and theory components.

4.15 Structure of the programme Implementation

State whether teachings will be by formal lectures, tutorials, practical sessions, laboratory work and seminars etc. How the students will be evaluated: tests assignments (written or oral), frequency, whether the examinations will be in form of multiple-choice question, short type essays or long essays. Also, what percentage will form the continuous assessment and the main examination?

4.16 Areas of Practical Experiences (field work)

State clearly the credit load for field work, the levels at which to go for the field work and the duration for each level as well as the specific relevant organization or companies.

4.17 Departmental Staff List

Qualified Academic Staff

Technologists/Technicians

Administrative Staff

4.18 Academic Staff in service Departments within the School/Faculty

The names, qualifications and areas of specialization of the academic staff in the department/faculty should be stated clearly

4.19 Academic Staff in Service Department of the University

The names and qualifications of the non-academic staff in the department/faculty should be stated clearly

5.0 NATIONAL UNIVERSITIES COMMISSION (NUC)

The Minimum Academic Standards (MAS) for all the programmes developed by the NUC which is the regulatory agency for degree awarding institutions in Nigeria shall be used as a minimum standard and guide for all programmes to be developed/reviewed.

Amshil

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