



<b>Policy Name:</b>	<b>Curriculum Development Policy</b>		
<b>Department</b>	Academic	<b>Approval Authority</b>	Rector
<b>Date of Implementation</b>		<b>Date of last Revision</b>	22/12/2022 V1

### 1. Introduction

This policy intends to outline the principles and standards that MIC and External expects who involves in the development of the curriculum development, materials development and course design to align with the market research conducted.

Through this policy we intend to enhance the effectiveness of our current courses and development of new courses based on the suggestions from internal and external experts

### 2. Scope

This policy:

- a. Aims to provide policies and procedures for curriculum development team
- b. Describes how to maintain confidentiality of documents and protocols to be followed when confidentiality is breached.
- c. Applies to all team members involved in the curriculum development team and quality assurance committee.

### 3. Principles:

- I. Perfecting the teaching and learning process, providing a curriculum that is current and relevant, aligning the activities of MC to contribute to the national developmental goals and building the research and innovation capacity is critical for MIC to achieve its vision and long term goals.
- II. Setting MIC syllabuses, study materials, module development and updating the current courses should strictly in alignment with the Maldives Higher Education Act and the guidelines published by the regulatory authorities.
- III. Developing a culture of collaboration and setting benchmarks both nationally and internationally to ensure the students and staff get to grow.

### 4. Policy protocols

Curriculum development is at the core of each academic process at MI College. Likewise, the process of curriculum begins at the point at which we begin to develop our program and systematically follow through from the point the accredited program is offered to the students to the point the students complete the program and achieve the intended competencies based on the outcome of the program

Figure below shows how the Curriculum development team is organized around the course development activities at MI College.



MIC Curriculum development team will develop the new program. The procedures are as follows:

- I. Faculty member or any other relevant authority such as a member of the Marketing and Business Development Department, suggests for a new program and submits a New Programme Development Request according to the RFP for new Programme Development
- II. The request will be evaluated by the Curriculum Development Team of MIC, led by the Registrar of the College, who is also the appointed Deputy Chair of the Team
- III. Once the team approves, the request will be forwarded for final approval by the Executive Committee (Exco)
- IV. Once approved by ExCo, It is the responsibility of the curriculum development team to get the document for the new program with as per the MQA guidelines and set standards.
- V. The Curriculum Development Team will form a temporary Programme Development Team, who will be responsible for the delivery of the programme according to the specific standards identified in the New Programme Proposal Document. Depending on the nature and specialty of the programmes that are to be developed, experts are hired accordingly
- VI. The final document of the programme is compiled and submitted to the scrutiny, review and final approval by the temporary team of members, selected among the staff
- VII. The document will be then submitted to the curriculum development team. The Curriculum Development Team will select members to do a structure scrutiny on Individual modules
- VIII. Once the document is thus reviewed and approved, the Registrar will begin the process of submitting the programme for MQA approval and Finance will process the benefit payment for the appropriate Developers and Reviewers

#### **5. Features of the Curriculum Development team**

- I. Engaging all the team members in the quality assessment process
  - Analyze the feedback collected by the quality assurance team from students and Lecturers in related to the curriculum content and evaluate it
  - Internal evaluation of existing and new programs by the Curriculum development team
  - Evaluation of module content, and module delivery modes,
- II. Providing relevant information for strategic planning.
- III. Providing relevant information for all the departments of the college to assist in developing new programs and update the existing programs

#### **6. Curriculum development Team Leadership**

The Registrar will be the deputy chair of the Curriculum development team Processes under the leadership of the Rector of MI College, becoming the driving forces that ensure the Strategic Goals of the College are achieved.



**7. Internal Audit:**

Every three years, an internal audit of the College activities will be carried out by the Quality Assurance Committee. During that time, curriculum development team will verify the courses and if the approval date from MQA is more than 3 years then the program will be revised. The revision of the syllabus will also be subject to the similar protocols as like the new program development.

**8. Relevant Other Policies / Documents:**

Module Feedback Form,  
Online Module Development Evaluation Criteria,  
RFP for New Programme Development,  
Online Module development Criteria,  
Quality Assurance Policy

**END OF DOCUMENT**