

Guidelines on Program Establishments and Amendments of the City University of Macau (Revised)

In order to ensure quality assurance of programs, to regulate the procedures and formulate an operational mechanism for program establishment and amendment, and to promote a coordinated development in terms of scope, structure, quality, and efficiency and to strengthen teaching capacity and quality of the City University of Macau (hereinafter referred to as “the University”), the University Academic Committee has approved the *Guidelines on Program Establishments and Amendments of the City University of Macau (Provisional)* (hereinafter referred to as “the Guidelines”) on November 16, 2016. In accordance with the *Higher Education Regime, Higher Education Quality Evaluation System, Guidelines on Program Accreditation* and other latest relevant laws and regulations on higher education of Macau SAR Government, and the regulations on the *Statutes of the City University of Macau* and code of practice of the University, the original provisional Guidelines are revised.

I. General Principles

1. To meet the societal demands and provide sufficient examination. The program establishment/amendment should fulfill the needs of local/regional economic development, knowledge innovation, technology advancements and academic development. Program establishments and amendments should be based on adequate examinations on the directions of development, demand for talents and the employment opportunities in relevant industries (specifically, enterprises and organizations).
2. To abide by the regulations and strengthen distinctive characteristics. The program establishments and amendments should comply with the regulations on higher education; aim for cultivation and growth of talents; integrate with the University’s sustainability, education mission and vision; correspond with the integrated framework of curriculum design of the University; and present distinctive characteristics of the University.
3. To integrate resources and advantages. The program establishment and amendment should incorporate and encourage the sharing of educational resources, so that the teaching staff, equipment, reference books and materials, experiment and internship programs and other infrastructure facilities can be focused on the program design and development of the University.

II. Program Establishment / Amendment

(I) Basic Requirements

The program establishment / amendment should satisfy the following criteria:

- 1 · Conform to the mission, vision and development plans of the University and faculty.
- 2 · Be in constant societal demands and guaranteed student pool.
- 3 · Be in support of the resources of related academic programs.
- 4 · Establish a feasible, scientific, and practical implementation plan.
- 5 · Acquire the necessary teaching staff for the program.
- 6 · Obtain adequate safeguards for the funding, classrooms, equipment, books and reference materials and acquire all other essential educational resources for the program.

(II) Application Process

For new program establishment/program amendment, preparations should be made in advance, and the feasibility of program establishing/amendment should be scientifically demonstrated. The application for program establishing/amendment is proposed by responsible faculty/institute, and the relevant procedures are as follows:

A. Preparation Stage

- 1) The faculty/institute examines its academic development and program arrangement, submit it to the Faculty/Institute Academic Committee for discussion and approval.
- 2) The faculty/institute submits the *Meeting Minutes of the Faculty Academic Committee, the Program Establishment and Amendment Proposal, the Feasibility report on Application on New Program/ Program Amendment* and relevant documents (refer to (III) Application Materials and Relevant Requirements) to the Vice-rector (Academic) for review. If approved, the Vice-rector (Academic) submits relevant documents to the University Leaders' Cabinet Meeting for examination of the relevant program establishment/amendment. Upon the approval of the University Leaders' Cabinet Meeting, it proceeds to the "Internal Application Stage"; if not approved, all application documents will be returned to the Faculty/Institute for further revision.

B. Internal Application Stage

- 1) Faculty/Institute submits the completed documents for program establishment/amendment (refer to (III) Application Materials and Relevant Requirements) to the Vice-rector (Academic) for review.
- 2) The Vice-rector (Academic) forwards the aforementioned documents to the Academic Affairs Office/Graduate School, the Office for Quality Assurance of Teaching and Learning, the University Leaders corresponding for Admission, Human Resources, Finance, Facilities and Resources for review. Corresponding departments and University Leaders complete the review report within 2 weeks after receiving the documents and feedback to the Vice-rector (Academic).

Main Items for Reviews include:

Academic Affairs Office/Graduate School	<ul style="list-style-type: none">• If the submitted application documents fulfill (III) Application Materials and Relevant Requirements – B. Internal Application Stage; the documents comply with the standard. The word description is clear and correct.• If the curriculum structure and credits are reasonably regulated and match with the level of its academic degree, in accordance with the <i>Higher Education Regime</i> and relevant laws and regulations of the Macau SAR Government.• If the teacher-student ratio of the program is reasonable; the teaching and learning approach is appropriate• If each subject has provided its assessment strategy; the weighting, assessment method and time for each assessment item is clearly stated
---	---

The Office for Quality Assurance of Teaching and Learning	<ul style="list-style-type: none"> • If <i>The feasibility report on Application on New Program/ Program Amendment</i> fulfills (III) Application Materials and Relevant Requirements • If Faculty/Institute has formulated a reasonable plan based on the opinions and suggestions of experts' argumentation
Area of Admission	If the submitted documents have clear admission regulations; the number of admitted students is reasonable; the program establishment/amendment can satisfy society demands
Area of Human Resources	<ul style="list-style-type: none"> • If the information in <i>The Table of Teacher Information</i> is authentic complies with the <i>Higher Education Regime</i> and relevant laws and regulations of Macau SAR Government • If teaching staff resources can fulfill the program's demand
Area of Finance	If <i>The Financial Plan</i> has listed expenditure items and estimated amounts; the plan is reasonable, and the income and expenditure of the program can be balanced
Area of Facility Resources	If the contents of <i>Library Information and Bibliography, IT Support and Service, Student Residence and Support Services</i> are correct, and other facilities and resources meet the requirements

- 3) The Vice-rector (Academic) convenes a joint meeting with relevant Faculty/Institute, the Academic Affairs Office/Graduate School, the Office for Quality Assurance of Teaching and Learning, University Leaders corresponding for Admission, Human Resources, Finance, Facility Resources and/or other relevant departments for the examination of the program establishment/amendment.
- 4) Upon the deliberation of the Joint Meeting, Faculty/Institute coordinates the revision work to the relevant documents according to the comments of the Meeting. Upon revision confirmed by the Vice-rector (Academic), the documents are submitted to the University Academic Committee for review.
- 5) If approved by the University Academic Committee, the documents are submitted to the University Council Standing Committee for review.
- 6) Upon the approval of the University Council Standing Committee, the Office for Quality Assurance of Teaching and Learning is responsible for submitting the application for the program establishment/amendment to the Education and Youth Development Bureau (DSEDJ), and proceeds to the "External Application Stage".

C. External Application Stage

- 1) For the application for program establishment or program amendment categorized as "substantial change" by the Education and Youth Development Bureau (DSEDJ), upon approval by the DSEDJ, the Office for Quality Assurance of Teaching and Learning is responsible for coordinating and commissioning third-party evaluation quality assurance agency for external program accreditation work according to the *Guidelines on Program Accreditation*.

- 2) For the application for program amendment categorized as “insubstantial change” by the Education and Youth Development Bureau (DSEDJ), the Office for Quality Assurance of Teaching and Learning follows the instruction and requirement by the DSEDJ, such as supplementary materials and documents revision, to report to the Vice-rector (Academic).
- 3) The Vice-rector (Academic) instructs responsible faculty/institute, the Academic Affairs Office/Graduate School, and related responsible departments to revise upon requirement.
- 4) The Office for Quality Assurance of Teaching and Learning reports the application result and progress to the Vice-rector (Academic) and responsible department and faculty/institute on time.

(III) Application Materials and Relevant Requirements

A. Preparation Stage:

- 1) *Meeting Minutes of the Faculty/Institute Academic Committee*
- 2) *Program Establishment/Amendment Proposal*. The content should be summarized based on the aforementioned content ((I) General Principles), and the name of the program (Chinese and English) to be applied for and sufficient application justifications should be listed, including market demand for talents, existing teaching staff, supporting resources, financial budget, etc.
- 3) *Feasibility report on Application on New Program / Program Amendment*
The content mainly includes:
 - a) Descriptions of local or regional relevant policy, the enrolment and employment situation of relevant program offered locally in the past three years, an analysis of the talent demands in local and surrounding industries (enterprises) for this program, and an analysis of the advantages and feasibility on the program establishment by the University.
 - b) The condition of the educational resources, including classrooms, equipment, books and reference materials, teaching staff, funding, and the related safeguard systems on the existing condition and the additional resources required.
 - c) Invite at least three external experts from the field of related program to demonstrate the program setting and the societal demands on relevant talents (the original verification reports from the experts should be attached).

B. Internal Application Stage

- 1) *Formulário para Requerimento dos Cursos Locais do Ensino Superior* (please refer to Attachment 1 *Instructions for filling out the Formulário para Requerimento dos Cursos Locais do Ensino Superior* and Attachment 2 *Application Form for Local Higher Education Program (For New Program / Program Amendment)*).
- 2) Study Plan
- 3) Operation Rules and Regulations

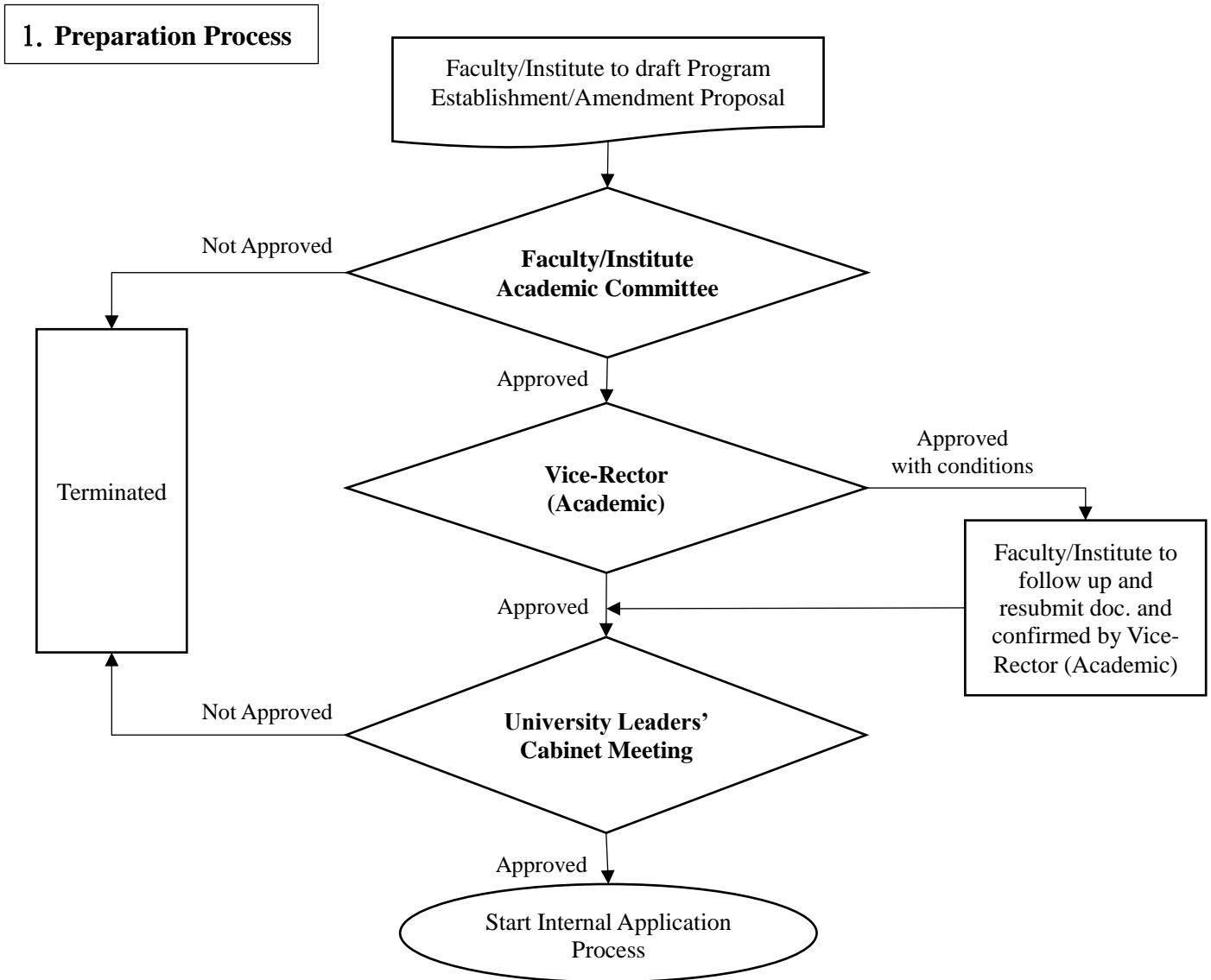
- 4) Table of Teacher Information
- 5) Meeting Minutes of the Faculty Academic Committee
- 6) Financial Plan
- 7) Library Information and Bibliography
- 8) IT Support and Service
- 9) Student Residence and Support Services
- 10) Scholarship Regulation
- 11) Reasons for Applying New Program / Program Amendments
- 12) Program Intended Learning Outcomes and Graduate Placement
- 13) Description of New Program / Program Amendments and Disciplines
- 14) Subject/Module Outline
- 15) Description of Transitional Arrangements (applicable to program amendments)
- 16) Feasibility report on Application on New Program / Program Amendment
- 17) Guideline on Writing Thesis/ Dissertation/ Project Report/ Internship Report/ Internship Handbook (Applicable to Program with Theses/ Dissertations/ Project Reports/ Internship Reports or Internship)

The Guidelines were revised based on the *Guidelines on Program Establishments and Amendments of the City University of Macau (Provisional)* approved by the University Academic Committee on November 16, 2016 and were approved by the University Academic Committee on August 18, 2021. The revised guidelines is reported to the University Council for the record.

Attachment 1: Instructions for filling out the *Formulário para Requerimento dos Cursos Locais do Ensino Superior*

Attachment 2: Application Form for Local Higher Education Program (For New Program / Program Amendment)

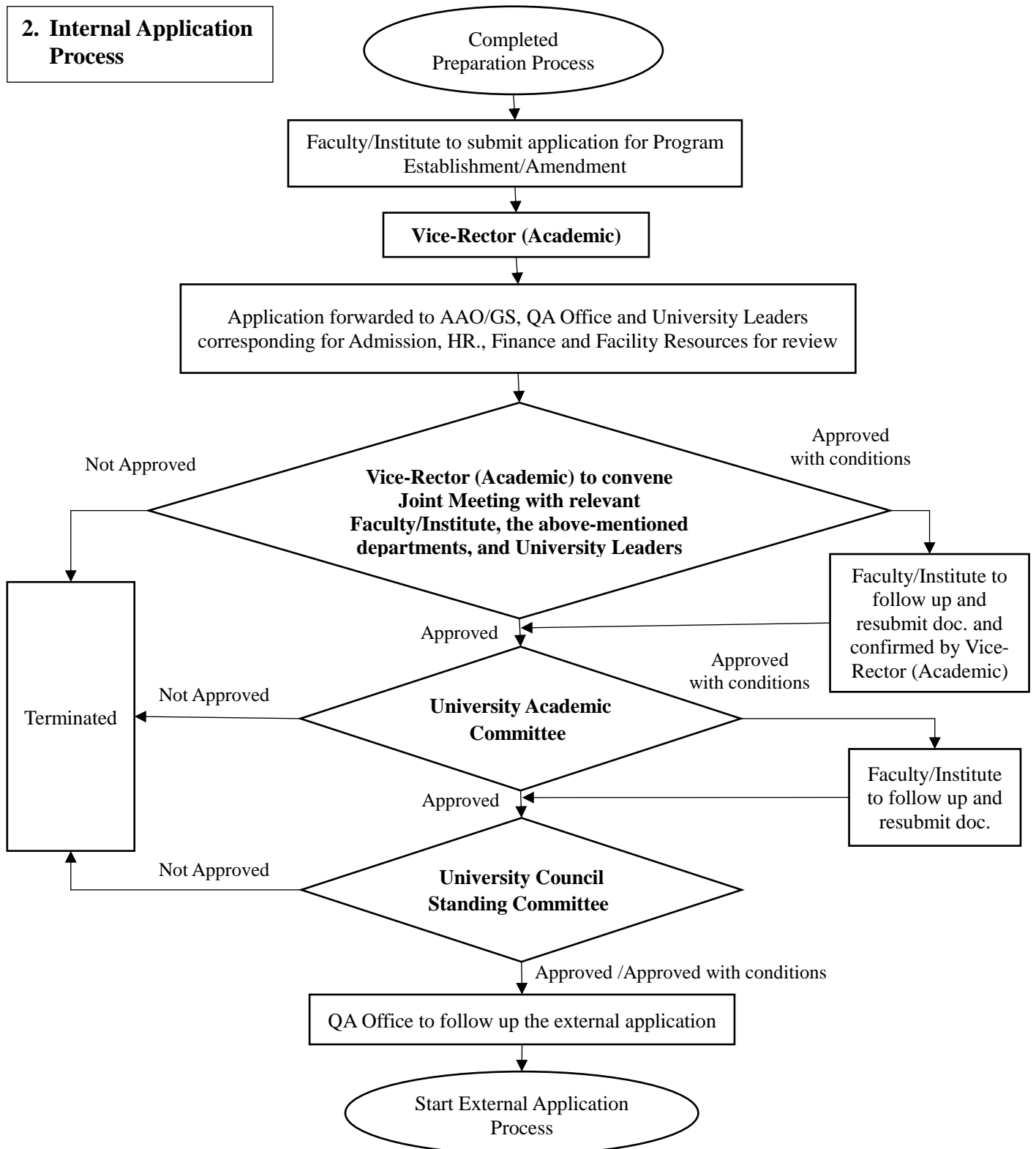
City University of Macau Program Establishment/Amendment Process Flowchart



Note: For details, please refer to 《Guidelines on Program Establishments and Amendments of the City University of Macau (Revised)》

City University of Macau

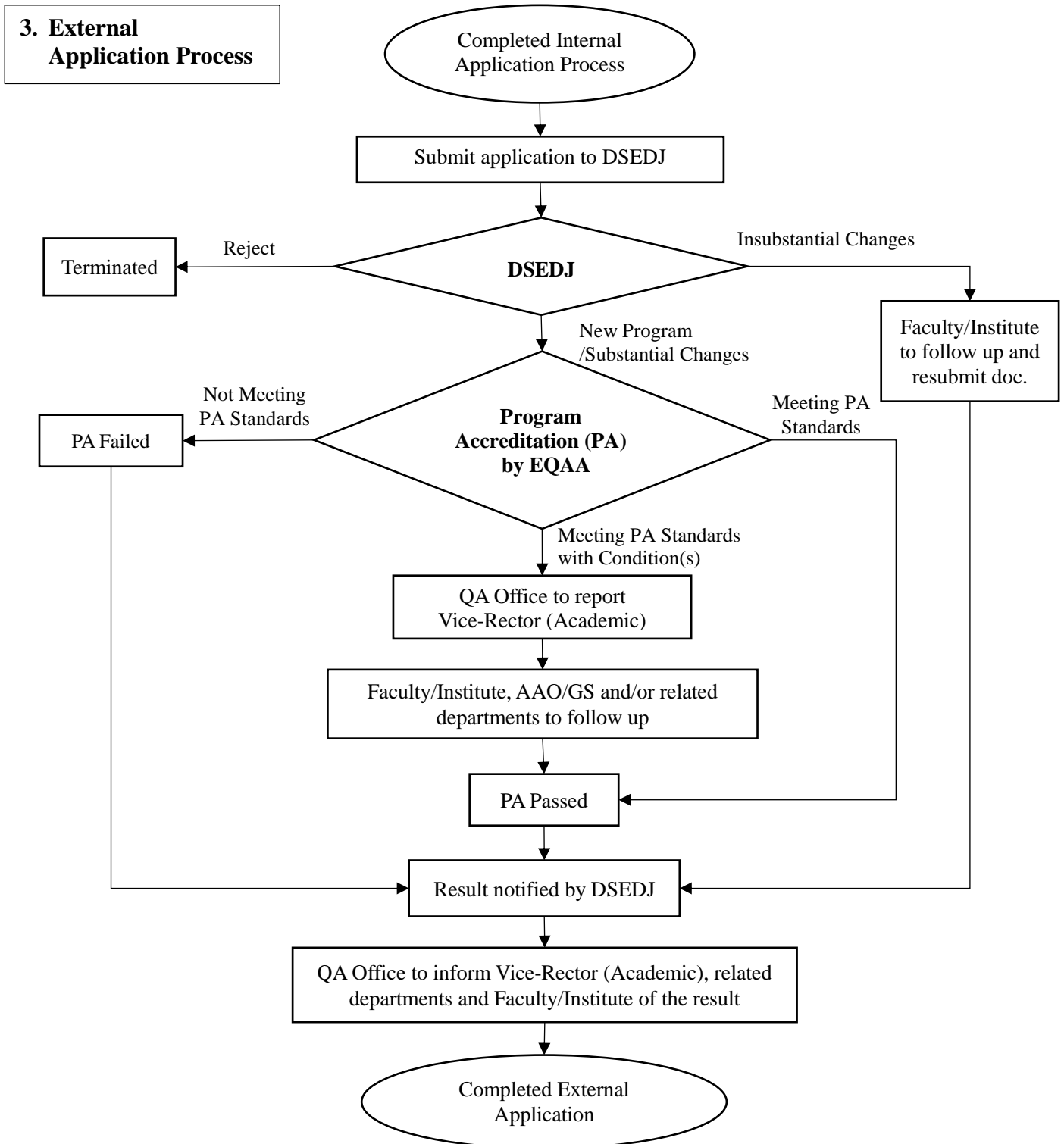
Program Establishment/Amendment Process Flowchart



Note: For details, please refer to 《Guidelines on Program Establishments and Amendments of the City University of Macau (Revised)》

City University of Macau

Program Establishment/Amendment Process Flowchart



Note: For details, please refer to 《Guidelines on Program Establishments and Amendments of the City University of Macau (Revised)》