
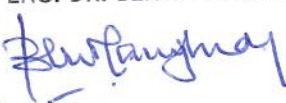

	MOUNTAINS OF THE MOON UNIVERSITY	MIN. 191/12th /MMU UC /Mar/25
Document Title	GUIDELINES FOR CURRICULUM DEVELOPMENT AND REVIEW	Effective Date: 27/03/2025
Responsible Unit	Academic Registrar Department	Issue Number: 01

MOUNTAINS OF THE MOON UNIVERSITY



GUIDELINES FOR CURRICULUM DEVELOPMENT AND REVIEW

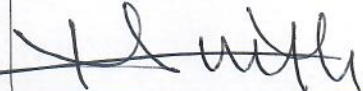

Checked by: GREGORY TWEHEYO(PhD) 	Approved by: ENG. DR. BEN MANYINDO 	Date: 27-03-2025
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APPROVAL

Approved by the Mountains of the Moon University Council

Signature

Ben Manyindo

Name

ENG. DR. BEN MANYINDO
CHAIRPERSON UNIVERSITY COUNCIL.

Date

27.03.2025

1.0 PURPOSE

The purpose of the guideline is to ensure that all academic curricula developed in the University are standardized for quality in line with the University mandate, mission, and vision and quality policy.

2.0 SCOPE

The guidelines shall apply to all academic programmes developed for all trainings [undergraduate and postgraduate] undertaken at the University, and at the end of which training University certificates are awarded. It also includes review of existing academic curricula.

3.0 REFERENCES

- MMU Profile Part B: Governance, Administration and Curriculum
- MMU Strategic Plan
- Statutory instrument 2008 No. 34
- NCHE Statutory Instrument NO. 80B- regulation 9, schedule 4
- Statutory Instrument No. 85 (2005)

4.0 ABBREVIATIONS

- | | | |
|------|--------|---------------------------------------|
| i. | AR: | Academic Registrar |
| i. | H.O.D: | Head of Department |
| ii. | MMU: | Mountains of the Moon University |
| iii. | NCHE: | National Council for Higher Education |
| iv. | VC: | Vice Chancellor |

5.0 DEFINITIONS

- i. **Curriculum:** A document that comprises a stated number of academic courses or teaching units that run for a specified period which may be sub-divided into sessions comprising days, months or years.
- ii. **Programme:** Is a coherent set of courses leading to the attainment of a certain award.

- iii. **A course:** Is a unit of teaching and learning of subject that lasts for one semester. It is led by one or more instructors (teachers or professors) and has a fixed roster of students. Students receive a grade and academic credit after completion of the course.

6.0 RESPONSIBILITY

The **Academic Registrar** shall be responsible for ensuring that the curriculum development and review is carried out in accordance with the set University regulations.

7.0 METHOD

The curriculum is developed and reviewed by consulting relevant stakeholders.

- 7.1 The **Curriculum Committees** (task specialists) in the teaching Departments design and review courses, collect and collate input from the stakeholders, including staff, students, alumni, government, academia, employers, market players, and other relevant community members regarding current programmes and changing trends in academic innovations.
- 7.2 The committees prepare a **memorandum** of suggested new curricula or revisions to the existing curricula and submit them to the Head of the relevant Department, hereafter termed source Department.
- 7.3 The **Head of Department** tables memoranda from the Curriculum committee at a department Board meeting for discussion and recommendation to faculty board.
- 7.4 The **Faculty Board** considers the proposals by the department, discusses them, revise existing courses in line with suggestions by stakeholders, professional requirements and current trends in the area of specialization.
- 7.5 The Faculty Board organizes a workshop for stakeholder hearing and final deliberation on programmes/courses. The workshop findings are submitted to the Faculty Board to develop an advanced curriculum draft. The Dean of the Faculty tables such advanced drafts at a special Faculty Board meeting for discussion, approval and recommendation to quality assurance committee of Senate through the Academic Registrar.

- 7.6 The Quality Assurance committee of Senate submits the developed draft to Senate through Top University Management.
- 7.7 If the Senate is **not satisfied** with the draft curricula or revisions to existing curricula then it makes specific recommendations of improvement on the draft to the Quality Assurance Committee of Senate.
- 7.8 If the Senate is **satisfied** with the draft curricula or revisions to existing curricula as submitted by Quality Assurance Committee of Senate, then Senate approves and recommends the programs to be submitted to NICHE for accreditation and to the University Council for noting.
- 7.9 The Academic Registrar shall oversee the submission of the draft curricular and reviewed ones to NCHE.
- 7.10 All curricular shall have a basic structure of the following features:
- a. Programme Name,
 - b. Programme Rationale,
 - c. Programme Learning outcome/s,
 - d. Admission requirements,
 - e. Program duration
 - f. Assessment and Grading (at programme level),
 - g. Curriculum structure (program matrix, content, etc)
 - h. Facilities (lecture space, computer lab, library, play fields etc)
 - i. Teaching Methodology,
 - j. Mode of assessment,
 - k. Reading materials
 - l. Academic staff and their qualifications

These should be seen and provided in the programme document. These should be in line with NCHE minimum requirements and reflect acceptable standards of professional bodies.

- 7.11 Records of each draft development stage shall be kept, and the curriculum will be reviewed as per NCHE requirements.

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