

## Policies and Procedures

Policy Title	Program Design Policy	Policy Number	434
Section	Academic Affairs	Approval Date	4 June 2025
Subsection	Instruction & Curriculum	Authorizing Entity	Board of Trustees
Responsible Office	Provost Office	Effective Date	5 June 2025
Distributed To	Deans, faculty, IR Office	Next Review Date	5 June 2027

### 1.0 PURPOSE

- 1.1 The purpose of this policy is to describe the framework through which the curriculum of any program offered at AUBH is developed and structured.
- 1.2 The Policy applies to programs at the bachelor's and master's levels.

### 2.0 DEFINITIONS

- 2.1 **Credit:** The value assigned to the amount or volume of learning required to complete a course or complete the program requirements. For theoretical courses, each credit is translated to a 50-minute contact hour per week in a 15-week semester. An average student is expected to complete 2-3 contact hours/week for each credit. Generally, each credit is translated to 40 notional hours per semester. For NQF purposes, each AUBH credit is equal to 4 NQF credits.
- 2.2 **National Qualifications Framework (NQF):** An instrument for the classification of qualifications according to a set of criteria for specified levels of learning achieved. It integrates and coordinates national qualifications sub-systems and improves quality, transparency, access, and progression.
- 2.3 **NQF Level:** A class that indicates the complexity of a particular qualification placed at that level, on the basis of the qualification's intended learning outcomes and their fulfillment of the core knowledge, skills, and competencies.

### 3.0 POLICY

- 3.1 All AUBH programs are outcomes-based with clearly stated Program Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs).
- 3.2 The "Program Specifications" document should include a clear mapping matrix illustrating the alignment between CLOs to PLOs.
- 3.3 Learning outcomes are developed in line with the NQF guidelines.
- 3.4 Diploma and Associate Degree qualifications can be either exit qualifications awarded to students enrolled in a bachelor's degree program or, alternatively, standalone programs.

## Policies and Procedures

- 3.5 All AUBH diploma degree programs are subject to the following requirements:
- 3.5.1 The total number of credits required to complete the degree should not be less than (60) credits
  - 3.5.2 At least 50% of the program's total credits should be taught at NQF level 6 or above
  - 3.5.3 In case of a stand-alone program, the program should specify the entry requirements for admission, which may include bridging courses supported by clear justifications. Bridging courses should be taught at level 4 or less and should not count towards the program's credits or the student's Cumulative Grade Point Average (CGPA)
- 3.6 All AUBH associate degree programs are subject to the following requirements:
- 3.6.1 The total number of credits required to complete the degree should not be less than (90) credits
  - 3.6.2 At least 35% of the program's total credits should be taught at NQF level 7 or above
  - 3.6.3 No more than 15% of the total credit should be taught at NQF level 5 or less
  - 3.6.4 In case of a stand-alone program, the program should specify the entry requirements for admission, which may include bridging courses supported by clear justifications. Bridging courses should be taught at level 4 or less and should not count towards the program's credits or the student's CGPA
- 3.7 All AUBH bachelor's degree programs are subject to the following requirements:
- 3.7.1 The total number of credits required to complete the degree should not be less than (120) credits, of which:
    - A minimum of (38) credits are allocated for general education, including the national requirements. Colleges may specify some of the general education courses to be required for a program as long as these requirements are in line with the "General Education Specifications" document. In doing so, colleges should try their best to provide students with the opportunity to elect courses and pursue their interests.
    - a minimum of (6) credits are allocated for professional elective courses. These courses may be chosen from any other program, as well as the general education.
    - a minimum of (6) credits are allocated for major elective courses specified by the College.
    - a capstone course of (3) credits minimum.
  - 3.7.2 Bachelor programs are expected to have an internship requirement of (3) credits minimum. Nevertheless, the College may choose to remove this requirement with clear justifications.
  - 3.7.3 At least 25% of the program's total credits should be taught at NQF level 8 or above.
  - 3.7.4 Courses taught at NQF level 5 should not exceed 20% of the total number of credits in the program.
  - 3.7.5 The program should specify the entry requirements for admission, which may include bridging courses supported by clear justifications. Bridging courses should be taught at level 4 or less and should not count towards the program's credits or the student's CGPA.
  - 3.7.6 Program specifications should clearly state the required core courses/electives and their associated credits
  - 3.7.7 In setting course prerequisites, the College should take into consideration that the longest critical path does not exceed six consecutive semesters (excluding summer sessions).
- 3.8 Postgraduate Diploma and Postgraduate Certificate qualifications can be either exit qualifications awarded to students enrolled in a master's degree program or, alternatively, standalone programs.
- 3.9 All AUBH graduate certificate programs are subject to the following requirements:
- 3.9.1 The total number of credits required to complete the degree should not be less than (12) credits

### Policies and Procedures

- 3.9.2 At least 75% of the program's total credits should be taught at NQF level 9 or above
- 3.9.3 In case of a stand-alone program, the program should specify the entry requirements for admission, which may include bridging courses supported by clear justifications. Bridging courses should be taught at level 8 or less and should not count towards the program's credits or the student's CGPA
- 3.10 All AUBH postgraduate diploma programs are subject to the following:
- 3.10.1 The total number of credits required to complete the degree should not be less than (21) credits
- 3.10.2 At least 85% of the program's total credits should be taught at NQF level 9 or above
- 3.10.3 In case of a stand-alone program, the program should specify the entry requirements for admission, which may include bridging courses supported by clear justifications. Bridging courses should be taught at level 8 or less and should not count towards the program's credits or the student's CGPA
- 3.11 All AUBH master's degrees are subject to the following requirements:
- 3.11.1 The total number of credits required to complete the degree should not be less than (30), of which:
- a minimum of 6 credits is allocated for elective courses.
  - a minimum of 6 credits is allocated for the research thesis/dissertation.
- 3.11.2 At least 85% of the total credits are taught at NQF level 9 or higher.
- 3.11.3 Program specifications should clearly state the required core courses/electives and their associated credits.
- 3.11.4 The program should specify the entry requirements for admission, which may include bridging courses supported by clear justifications. Bridging courses should be taught at level 8 or less and should not count toward the program's credits or the student's CGPA.
- 3.12 All AUBH doctorate degrees are subject to the following requirements:
- 3.12.1 The total number of credits required to complete the degree should not be less than 45 credits, of which a minimum of one-third of the total credits is allocated for the research thesis/dissertation.
- 3.12.2 At least 85% of the total credits are taught at NQF level 10.
- 3.12.3 Program specifications should clearly state the required core courses/electives and their associated credits.
- 3.12.4 The program should specify the entry requirements for admission, which may include bridging courses supported by clear justifications. Bridging courses should be taught at NQF level 9 or less and should not count toward the program's credits or the student's CGPA.

## 4.0 PROCEDURES

4.1 N/A

## 5.0 RELATED DOCUMENTS AND REFERENCES

## Policies and Procedures

5.1 New Program Design & Approval Procedure

5.2 Program Review Policy and Procedure

5.3 Credit hour policy

5.4 General Education Specifications

POLICY HISTORY			
Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date
18 June 2023	Initial approval of the Policy	BoT	3 September 2023
4 June 2025	Sections 3.4-3.6 and 3.8-3.12 were added to cover all possible degrees & qualifications that AUBh offers currently and may offer in the future	BoT	5 June 2025

## Policies and Procedures

## Policies and Procedures