**Minor Programme Proposal Template**

**PROGRAMME PROPOSAL**

**20xx-20xx**

**Minor in XXX**

**(Month Year**)

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1. **General Information**
   1. Minor Programme Title (*in both English and Chinese*)
   2. Major Programme offering the Minor Programme
   3. Department(s) involved in offering the Minor Programme
   4. Philosophy of the Minor Programme
   5. Programme aims, PILOs, and the alignment of PILOs to the HKBU GAs (*visit the* [*CHTL website*](https://chtl.hkbu.edu.hk/teachers/obtl.html) *for OBTL-related information and the* [*Checklists for Programme Document*](http://chtl.hkbu.edu.hk/documents/obtl/CHTL-OBTL-ProgrammeChecklist-v1-Jan2014.doc) *and* [*Course Syllabus*](http://chtl.hkbu.edu.hk/documents/obtl/CHTL-OBTL-CourseSyllabusChecklist-v3-Jan2014.doc)*.*)
   6. Medium of instruction
   7. Target students
   8. Rationale(s) for introduction of the Minor Programme

(*specify the societal needs and market demand for the proposed Minor programme.*)

* 1. Year of implementation

1. **Programme Structure and Content**
   1. Curriculum structure (*including the Courses-Minor PILOs mapping matrix*)
   2. Total number of units required (i.e., 15 units)
   3. Minor Programme contents:

* Required courses and/or
* Elective courses
  1. Schedule of courses by semester (*optional*)
  2. Pre-requisites and levels – at least one 3-unit course must be at Level 3/above

1. **General Regulations for Minor Programmes**

(*The prevailing University regulations should be followed.*)

* *Special arrangements implemented for the Minor Programme, if any.*

1. **Quality Assurance Implementation**

(*The prevailing* [*Quality Assurance procedures*](https://ar.hkbu.edu.hk/quality-assurance) *should be followed.*)

* *Additional QA mechanism at Faculty/Department/Programme levels, if any.*

1. **Programme Management**
2. **Staffing and Resources**
3. **Version**

*(Last updated date (e.g., August 20xx))*

**Appendix: Course Syllabi**

* *A full set of Course Syllabi with reference to CHTL’s* [*Checklist for Course Syllabus*](http://chtl.hkbu.edu.hk/documents/obtl/CHTL-OBTL-CourseSyllabusChecklist-v3-Jan2014.doc).
* *Course Syllabi compilation according to the* [*template*](http://chtl.hkbu.edu.hk/documents/obtl/OBTLblank.doc)*.*

Abbreviations:

|  |  |  |
| --- | --- | --- |
| CHTL | : | Centre for Holistic Teaching and Learning |
| GAs | : | Graduate Attributes |
| OBTL | : | Outcomes-based Teaching and Learning |
| PILOs | : | Programme Intended Learning Outcomes |

Academic Quality Support Section

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