



PROCESS FOR CURRICULUM APPROVAL– Change of programme Jönköping International Business School

The process for curriculum development – change of programme at Jönköping International Business School is in line with the Jönköping University Quality Standards as well as criteria posed by national and international accreditations. Specifically, the current process mirrors the process Curriculum approval process – new programmes in Jönköping University Quality Assurance System. The process ultimately results in a decision of whether to make changes to an existing programme at Jönköping International Business School.

All changes to programmes must go through the approval processes described below; with the following exceptions:

- a) Changes to programme specific intended learning outcomes that do not in essence change ILO
- b) Changes to the wording of the “Contents” section that do not include any curriculum changes.
- c) Changes of course names included in the programme following a change to a course syllabus.

These changes (a - c) can be processed **without** the complete curriculum review process. These changes can be made by the **Programme Director**, by sending an e-mail to Kursinfo.JIBS@juse.

Deadlines

Based on the need to plan JIBS’ education properly and prepare as well as distribute marketing materials to potential students as early as one year before the start of an academic year the following deadlines will be maintained for all program curriculum change proposals. Expedited proposals will only be accepted with pre-approval by the Associate Dean of Education.

Programme Changes effective August 20XX			
Action	Responsible	Deadline	Further Information
Idea for programme change developed based on input from relevant internal or external stakeholder.			
Programme change initiated. based on internal and/or external input.	Programme Director, with support of Programme Group.	1 January, 20XX	The PD interacts with ADE and Academic Registrar to evaluate the effects of the idea.
Proposal for change is evaluated, based on input from relevant internal and external stakeholders, analysis of financial consequences, market, and faculty resources as well as impact on other programme(s).	Programme Director, in collaboration with Academic Registrar, other Programme Director(s), and Associate Dean of Education	1 March, 20XX	

Programme change developed, including input from relevant internal and external stakeholders. Changes are assessed so that the programme remain in line with quality standards set by Jönköping University as well as criteria posed by national and international accreditations.			
Programme change developed, including dialogue with Programme group and preparation of Proposal for Curriculum Change document.	Programme Director	November-December, 20XX	<p>In this process, attention is paid to see that the programme still:</p> <ul style="list-style-type: none"> • fulfills national goals • is in line with quality standards at JU • is in line with JIBS mission • has programme specific goals
Program syllabus presented for internal review, including clearly specified qualification and curriculum content, rules for progression and qualification requirements. Decision on programme change. (decision)			
<p>Presentation to CUME for <u>decision</u>; including background and impact analysis.</p> <p>Before presentation in CUME the form “Proposal for curriculum change” should be signed by Program Director, Academic Registrar, Director of Accreditation and Quality, and Associate Dean of Education.</p>	Programme Director.	May 15, 20XX	<p>AR signature confirms that the programme is in line with national and JU regulations. DAQ signature confirms that the programme is in line with quality standards set by JU and international accreditation agencies. ADE signature confirms that the programme is in line with JIBS mission and resources.</p>
Information to relevant service units for marketing and administrative preparations			
<p>Based on CUME decision:</p> <p>Information sent to relevant service functions.</p>	Academic Registrar	June, 20XX	
<p>Based on CUME decision:</p> <p>Entry of approved curriculum changes into KursInfo and (when necessary).</p>	University Services (Student administration)	August 31 st , 20XX	
<p>If necessary, preparation of new or renewed course syllabi to accommodate programme changes.</p> <p>If necessary, revision of curriculum map and Assurance of Learning details, to secure fulfillment of national and program-specific goals.</p>	Programme Director in collaboration with relevant discipline representatives, Examiners, and Director of Accreditation and Quality.	December 31 st , 20XX	

