



JÖNKÖPING UNIVERSITY

Jönköping International  
Business School

## Process for curriculum approval - New programmes Jönköping International Business School

The process for curriculum development – new programmes at Jönköping International Business School is in line with the Jönköping University Quality system 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 introduce a new programme at Jönköping International Business School.

### 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 new program curriculum proposals. Expedited proposals will only be accepted with pre-approval by the Dean of JIBS.

New Programmes effective August 201X			
Action	Responsible	Deadline	Further Information
<b>Initiative for internal or external stakeholder on programme idea</b>			
Initiation of new programme, based on internal or external initiative.	Associate Dean of Education, Programme Director, and/or Discipline representative	October – November, 20XX-2	<i>Initiation</i> implies that a new programme idea is discussed, including the Associate Dean of Education and relevant Discipline representative(s).
<b>Programme idea is evaluated based on input from relevant internal and external stakeholders, analysis of financial consequences, market, and faculty resources</b>			
Programme idea is evaluated based on input from relevant internal and external stakeholders, analysis of financial consequences, market, and faculty resources.	Associate Dean of Education and/or assigned Programme Director		
Preparation of first draft programme syllabus, including preliminary impact analysis.	Associate Dean of Education and/or assigned Programme Director, with support from relevant discipline representatives.	November-December, 20XX-2	Preliminary impact analysis should include internal resource effects and benchmarking/positioning
<b>Programme idea is either supported or discarded (decision)</b>			

Programme idea and preliminary syllabus presented to CUME. <u>Decision</u> to support or discard the idea.	Associate Dean of Education or Programme Director	December 31st, 20XX-2	
With support from CUME:  Programme proposal presented to JIBS Leadership Team for review and <u>support</u> .	Associated Dean of Education	January 30th, 20XX-1	
<b>Faculty/group assigned to develop the programme idea. Programme is developed, including input from relevant internal and external stakeholders. If the suggested main field of study or degree does not exist at JU, a process for establishing it should be initiated in line with JU Rules and Guidelines.</b>			
With approval from LT:  Assigned Programme Director and programme group continues the development of curriculum and programme syllabus; including interaction with relevant externals, Director of Quality & Accreditation, Director of Studies, and Academic Registrar.	Programme Director	April 30th, 20XX-1	<p>This process includes a review to ensure that the programme:</p> <ul style="list-style-type: none"> <li>• fulfills national goals</li> <li>• is in line with quality standards at JU</li> <li>• is in line with JIBS mission</li> <li>• has programme specific goals</li> </ul> <p>A preliminary curriculum map should be included.</p>
<b>Complete program syllabus presented for internal review, including clearly specified qualification and curriculum content, rules for progression and qualification requirements. The syllabus is reviewed to ensure that the curriculum is in line with national regulations, the document Rules and Guidelines for Education at Jönköping University, as well as criteria posed by national and international accreditations. (recommendation)</b>			
Complete Programme Syllabus, including preliminary curriculum map presented in CUME, for <u>recommendation</u> to approve.  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.	Programme Director	May 15 20XX-1	Academic Registrar signature confirms that the programme is in line with national and JU regulations. <i>DAQ</i> signature confirms that the programme is in line with quality standards set by JU and international accreditation agencies. <i>ADE</i> signature confirms that the programme is in line with JIBS mission and resources.
<b>Final decision. (decision)</b>			
With signed form and recommendation from CUME:  <u>Dean’s decision</u> to introduce new programme.	Academic Registrar	May 15s20XX-1	Academic Registrar prepares.
Information on Dean’s decision in CUME.	Academic Registrar	June, 20XX-1	

Information to relevant service units for marketing and administrative preparations			
Information sent to Admissions Office and Marketing Department.	Academic Registrar	June, 20XX-1	
Entry of approved curriculum into KursInfo .	University Services (Student administration)	August 31 <sup>st</sup> , 20XX-1	Academic Registrar to inform Student Services at HS for approval of programme in Kursinfo
Preparation of new or renewed course syllabi to accommodate the new programme content.  Preparation of curriculum map and Assurance of Learning details, to secure fulfillment of national and program-specific goals.	Programme Director in collaboration with relevant discipline representatives, Examiners, and Director of Accreditation and Quality.	December 31 <sup>st</sup> , 20XX-1	