



JÖNKÖPING UNIVERSITY

Jönköping International
Business School

CURRICULUM APPROVAL PROCESS – NEW COURSES

Implemented from April 2018.

All new courses to be offered at JIBS are required to go through the following approval processes.

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 curriculum proposals. Expedited proposals will only be accepted with pre-approval by the Associate Dean of Education at JIBS.

Action	Responsible	New Courses effective August 20XX and January 20XX	Further information
Initiation of new course based on idea proposal from internal or external actor.	Program Directors, Associate Dean of Education, or preliminary Examiner..	December 20XX	
Draft syllabus, including: <i>Content</i> description. <i>Demand and impact</i> analysis with regards to concerned programmes and JIBS' overall course portfolio. <i>Suggestion</i> of classification, based on course content.	Preliminary Examiner in collaboration with Programme director(s), and Director of studies.	December, 20XX	
Approval of course proposal by Associate Dean of Education and concerned Programme group(s).	Examiner and Programme Director(s)	December, 20XX	When applicable elaborated with concerned program advisory board(s).
Complete course syllabus, in line with JIBS/JU template and rules for course syllabi.	Examiner in collaboration with Academic Registrar.	January 31st, 20XX	AR to inform Student Services at HS for preparation of

			updates in Kursinfo
Approval (signatures) of new course by: Examiner, Academic Registrar, Program Director (if course is a mandatory part of a programme), Associate Dean of Education.	Examiner and concerned Programme Director(s)	January 31st, 20XX	
Review and decision of new course in CUME; based on signed proposal form and syllabus.	Academic Registrar	February, 20XX	Academic Registrar prepares and ensures point is on CUME agenda.
Based on decision: Information sent (as necessary) to Admissions Office and Marketing Department*.	Academic Registrar	March, 20XX	
Based on CUME decision: Entry of approved syllabus in Kursinfo.	University Services (Student administration)	March, 20XX	Academic Registrar to inform Student Services at HS for approval of course in Kursinfo