	DIRECTIVE ON THE CURRICULA DEVELOPMENT PROCESS				
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Article 1

Scope of the Curricula Development Office

1. The Curriculum Development Office manages the curriculum development process for all existing programmes and also assists in the evaluation of the opening of new study programs at University College Beder.
2. Curriculum development process aims to create and to share knowledge through teaching and scientific research.

Article 2

Principles of curriculum development

The curriculum of University College Beder is developed under some important principles.

1. Clarity

University College Beder develops its curriculum ensuring clarity in the content of all disciplines in a study program.

2. Flexibility of programs in relation to dynamics

Curriculum in the institution is developed through taking into account trends and innovations in academic arena in national and international terms and in accordance with the new requirements of albanian legislation.

3. Diversity of Disciplines

University College Beder offers inter- and/or cross-disciplinary courses, thematic and issues-based in nature in ways that reflect the increasingly cross- and inter-disciplinary character of the University's strategy and activity.

4. Internationalisation


Curricula is developed to provide students with the opportunity to develop as international citizens. All study programmes are internationally relevant in general and in specific terms so that they can make a positive contribution to an increasingly globalised society.

5. Scientific Research

All programmes include in their academic plan a major research project, thesis or equivalent where students are able to demonstrate the development of their own research and independent study skills, as well as their expertise in their chosen field of study.

6. Skills and Employability

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The content of study programs and different methods of evaluation prepare our graduates for further study and employment because programmes develop a wide-range of skills and competences in students which are valued by other education institutions and employers.

Article 3

Procedure and responsible subjects

1. Curriculum Development is carried out under the authority of Senate, through Faculty Board and Department Board. Another important subject is also the Ministry responsible for Education. Departments wishing to create, amend or withdraw any program should firstly consult with the Curriculum Development office.

2. Department Board

- a. Department Board has the right to propose changes in existing programs and new programs. Any changes which affect course learning outcomes, assessment, significant content, total teaching hours, pre/co-requisites and/or excluded combinations, type or level require Faculty-level approval.
- b. When proposing changes in existing programs or new programs, departments should seek the views of an external expert in order to guarantee quality and impartiality.
- c. As to changes in existing programs, the external expert should make remarks only on elements which are subject to changes.
- d. Payment to external expert shall be made in accordance with the contract between external expert and University.

3. Faculty Board

Faculty Board considers the proposals submitted by Department Board and decides whether it will sent the proposals for approval to academic senate or not.


4. Academic Senate

Academic Senate approves the proposals submitted by Faculty Board if it considers reasonable and then notifies the departments for evaluation results.

5. The Ministry Responsible for Education

- a. When University College Beder makes changes up to 20 % in accredited study programs, the changes must appear in the issued diploma. After the changes are approved according to the procedure, the institution shall inform the Ministry responsible for education no latter than six months before the commence of the academic year.
- b. If insitution decides to make changes over 20 % expressed in credites, to open new programs or to withdraw, after the approval of the academic senate, the approval of

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the Ministry responsible for education is required according to the procedures provisioned by law or other legal acts.

Article 4

Schedule for Curriculum Development

1. New programs

- a. Proposals for undergraduate programs should normally be submitted by 1 September for programmes to commence in the next calendar.
- b. Proposals for postgraduate programs should normally be submitted no later than the end of January for programmes to commence in the following academic year.

2. Changes to Existing Programs

- a. Proposals for changes to existing undergraduate programmes should normally be submitted by 1 September for programmes to commence in the next calendar.
- b. Proposals for changes to existing graduate programmes should normally be submitted no later than the end of January for programmes to commence in the following academic year.

Article 5

Opening of New Programs

The programme approval process should provide sufficient information to ensure the University College that the following issues have been considered:

- a. the viability of the programme in terms of market and likely numbers of entrants;
- b. the resources required;
- c. the views of an external subject specialist and, where relevant, of professional bodies;
- d. the mission and the policies of the institutions;
- e. academic standards;
- f. legal criteria established by the Ministry responsible for education.


Article 6

Criteria for the Approval of New Programmes

Approval of initial proposal will be given where the Initial proposal demonstrates that:

- a. the proposed programme will support achievement of the strategic objectives of the proposing department(s), faculty and the University College;

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- b. there is sufficient prima facie evidence that there will be an appropriate level of student demand for the program, in order to justify market research to substantiate whether this demand exists.
- c. the proposed programme is viable;
- d. adequate resources are available to support the proposed program.
- e. has a curriculum design appropriate to the intended learning outcomes, and to the target student body;
- f. will employ modes of learning, teaching and assessment which will enable the learning outcomes to be achieved by the typical students and that achievement to be measured;
- g. will have appropriate arrangements for student support, including students with disabilities;
- h. will be subject to appropriate quality management procedures;
- i. has the support of relevant external experts.

Article 7

Withdrawal of Programs

If a department wishes to withdraw a programme, they have to send the proposal to the Faculty Board. After that, the Faculty Board sends the proposals to the academic senate which decides whether they will apply for withdrawal at the Ministry responsible for education or not. After the request of the institution and taking into account the labor market, the Minister responsible for education approves the withdrawal.

Article 8

The Application of Approved Curriculum

1. After the proposals of the departments are approved by the academic senate or the Ministry responsible for the education, the rectorate notifies the Students Affairs Office and Curriculum Development Office.
2. Curriculum Development Office has the responsibility to make the necessary changes in Beder Information System (BIS).

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