
KING CEASOR UNIVERSITY



CURRICULUM DEVELOPMENT AND REVIEW POLICY

February 2024

Approval

This policy has been approved on the ...19th...day of ...March...the year 2024

Signed:



Hon. Dr. Chris Baryomunsi
CHAIRPERSON, KCU COUNCIL



Dr. Charity Basaza Mulenga
VICE-CHANCELLOR



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FOREWORD:

King Ceasor University is dedicated to providing access to quality higher education, conducting research, and offering professional training. We recognize the paramount importance of the curriculum's content and scope, which is why we emphasize courses developed by highly qualified experts.

Our objective is to enroll students in curricula that equip them with the requisite knowledge, skills, and attitudes to thrive as problem solvers in contemporary society. We aspire for our graduates to apply relevant solutions that address new community challenges and requirements.

In pursuit of curriculum quality and addressing related issues, the Senate has established the Curriculum Development and Review Guidelines - 2024 for King Ceasor University. These guidelines address appropriate content and procedures for developing or revising curricula, aligning with the standards set by the National Council for Higher Education.

We appeal to the curriculum experts across faculties to adhere to these guidelines diligently. By doing so, we ensure that the university delivers a curriculum rich in content and in alignment with the requirements of regulatory bodies, societal needs, and the demands of the employment world.



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Dr. Charity Basaza Mulenga
VICE CHANCELLOR

1.0 Introduction

1.1 Brief History of King Ceasor University

In 2009, King Ceasor Augustus Mulenga had the vision to establish a university and took the initial steps by obtaining an interim letter of authority. Subsequently, on September 26, 2011, the university received a Provisional License from the National Council for Higher Education (NCHE). Over the years, the institution underwent name changes, starting as Montessori University in 2009, then becoming St. Augustine International University from 2010 to 2019, and finally adopting the name King Ceasor University from 2020 to the present day.

1.2 Vision, Mission, Motto and core values.

1.2.1 Vision:

To be recognised as a moral rearmament, wealth multiplication and innovation driven University.

1.2.2 Mission:

To produce upstanding, resourceful graduates responsive to local and global demands through the provision of technology driven education, research and innovation of the highest standards.

1.2.3 Motto:

King Ceasor University Motto is "VERITAS"

1.2.4 Core Values

The following core values will guide the Implementation of this Policy:

1. Respect:

At our university, we believe in treating everyone with dignity, respect, and fairness. We strive to understand how others wish to be treated and reflect this understanding in our daily interactions and behaviors. We appreciate the contributions of every member of our community and recognize that leadership can emerge from any corner.

2. Integrity:

As a university, we hold ourselves to the highest standards of honesty and ethics in our interactions with each other, our partners, donors, and all stakeholders. We are committed to conducting ourselves with integrity and will not tolerate any unethical behavior or illegal practices. We take responsibility, both collectively and individually, for doing what is right, and we are committed to reporting any unethical behavior and addressing breaches appropriately..

3. Collaboration and Teamwork:

We recognize that we are stronger and more effective as a team than as individuals. We therefore encourage a collaborative environment where information, ideas, and suggestions are shared openly, honestly and freely for the attainment of our common goals. We welcome new perspectives, we seek out opportunities for partnership, and readily share our knowledge and

expertise with others. We share credit for team accomplishments and accept joint responsibility for team shortcomings.

4. Trust and Transparency:

We are transparent in our actions, decisions and communications with both the people we work with and those we serve. This ensures that we are honest and open in our interactions and decision making. We are genuine with those we communicate with and endeavour to create trusting relationships. We accept feedback and are comfortable in responding to criticism and finding ways to improve.

5. Accountability:

Every member of King Ceasor University takes responsibility and ownership for their decisions, actions and results knowing that everything we do can help or hinder a positive student experience. We hold ourselves accountable for our actions and conduct our affairs in ways that promote mutual trust and public confidence. We ensure that all resources entrusted to the University are used efficiently, effectively and transparently for the advancement of the University programs.

7. Responsiveness

We deliver the highest level of quality service with the optimal use of time and resources in all areas of our work. We offer others help when needed, address issues that negatively impact service, reduce waste of time and resources and look for ways to continuously improve and innovate.

7. Diversity and inclusion:

We recognize that human beings are all different and that makes our community stronger. We embrace and seek to understand those with different beliefs, backgrounds and life experiences. We celebrate those differences as opportunities to learn and grow. We share a commitment to ensuring that each of us knows we belong here.

8. Continuous growth and improvement:

We recognize that learning never ends. As a community, we are passionate about knowledge and are eager and willing to try new experiences and ways of thinking. We appreciate that much of our learning will occur by interacting with others, inside and outside of the classroom.

2.0 INTRODUCTION TO THE POLICY GUIDELINES

The Programme Development Guidelines of King Ceasor University aim to ensure that the academic programs, whether at the graduate or undergraduate level, adhere to the quality assurance standards set by the National Council of Higher Education (NCHE). Additionally, these guidelines strive to align the programs with the national development goals of our country and meet the skill and knowledge needs of our students.

3.0 CURRICULUM DEVELOPMENT

A Curriculum Document should;

- a) Address the National Development needs of the Country as provided for in the National Development Plan (NDP).
- b) Have clear rationale, aims and specific objectives that it seeks to address.
- c) Be in harmony with the mission and vision of King Ceasor University.
- d) Clearly highlight the set of skills, Knowledge and attitudes that Learners will be expected to acquire in order to function effectively as problem solvers in modern society.
- e) Provide adequate and detailed course contents that Learners shall be expected to learn.
- f) Provide multiple and integrated modes of delivery that will enhance comprehension, retention and transfer of knowledge.
- g) Have the financial implications worked out using the approved format.
- h) Clearly spell out the material and human resources required for its implementation.
- i) Spell out the general and specific requirements for admission into the programme and any exemption where applicable.
- j) Spell the modes of assessments and the minimum graduation load.

4.0 ORGANS AND PROCEDURES FOR DEVELOPING AND REVIEW OF CURRICULA

- **The Head of Department** in consultation with subject experts, may initiate the development of a new curriculum to be presented to the departmental board for review and consideration.
- **Departmental Board:** Receives, reviews, and makes recommendations to the Faculty Board regarding submissions and proposals for new and updated academic programs, including curricula, regulations, courses, and staffing, submitted by the curriculum developers.

- **The Faculty Board:** Receives, reviews and evaluates submissions and proposals for new and updated academic programs, including curricula, regulations, courses, and staffing, which are submitted by the Departmental Academic Board. Afterwards, it makes recommendations to the Committee of Deans/Directors and Academic Programs for further consideration.
- **Senate:** Receives, assesses, and ultimately either approves or rejects submissions and proposals regarding new and revised academic programs, including curricula, regulations, courses, and staffing, from the Committee of Deans/Directors and program development.
- **Directorate of Quality Assurance.**
 - Verifies that the curriculum documents meet the provision of the quality assurance guidelines of the university and those issued by the NCHE.
 - Submits the curriculum approved by senate with application for certificate of financial implications to University Council.
 - Submits the approved curriculum with the certificate of financial implication obtained from University Council, to National Council for Higher Education for accreditation and to relevant professional bodies where it is a requirement.
 - Plays oversight role of monitoring compliance to the set guidelines and quality assurance requirements when implementing curriculum.
- **Committee of Deans/Directors and Academic Programmes.**
 - Receives, considers and recommends to Senate, submissions and proposals concerning new and revised Academic Programmes (Curricula, Regulations, Courses and Staffing) from the Boards of Studies of Faculties/Institutes/Schools and Academic Boards.
 - Harmonizes Academic Programmes at Undergraduate and Graduate levels.
 - Evaluates and recommends to Senate proposals for the new Academic Units.
 - Receives, considers and recommends policy issues that require urgent attention to the University Council on behalf of Senate.
 - Submits to Senate annual reports regarding the Academic Programmes.
 - Receives and handles on behalf of Senate, Management issues from Departments and Faculties/Schools/Institutes.

5.0 IMPLEMENTATION OF AN APPROVED/ACCREDITED CURRICULUM

- With approval of Senate, the Academic Registrar shall advertise for admission into the new programme.
- The approved intake capacity contained in the letter of accreditation shall be adhered to ensure quality.

- No applicant who does not meet the minimum admission requirement shall be admitted.
- The Head of Department shall be in charge of the implementation of the approved curriculum.
- The Directorate of Quality Assurance shall conduct periodic monitoring and evaluation of the new curriculum and submit its findings to Senate.

6.0 REVIEW OF CURRICULUM

- The School Dean shall constitute a committee of experts to review the curriculum by the end of the second year from the date of accreditation.
- Findings and recommendations of the panel of experts shall be subjected to the procedures in the introduction to the policy guidelines.
- Nine (9) months before the expiry of the accreditation period, the reviewed curriculum document shall be submitted to NCHE for reaccreditation.

START DATE

The start date will correspond to the date of approval by Council.