



## **NMBI Guide Template for Submission of Post Registration Programmes** **Curriculum Document**

### **Section 1: Programme Summary**

- 1. Title**
- 2. Location and Provider**
- 3. Table of Contents**
- 4. Students**
  - I. Application Procedures**
  - II. Recognition of Prior Learning (RPL)**
  - III. Admission Criteria**
    - Entry requirements
  - IV. Transferring to another provider**
  - V. Interruption in delivery of programme**
  - VI. Exiting the programme**
- 5. Structure**
- 6. Attendance**
  - I. Minimum Hours**
- 7. Student Support**
  - I. Student Lecturer**
  - II. Student Unions**
  - III. Counselling**
  - IV. Disability/Access**
  - V. Other Supports Available to Student**
    - Admin Support
- 8. Learning Resources**
  - I. Library Facilities**
  - II. Computer/IT Facilities**
  - III. Online/Virtual Learning Environments (e.g. Moodle/Blackboard)**
  - IV. Other Learning Resources**
- 9. Administration**
  - I. Programme Management**
  - II. ECT Framework**
  - III. Awarding Body**
  - IV. Programme Evaluation, Oversight and Quality**
- 10. Programme review process**

## **Section2 : Curriculum Design, Development, Content and Organisation**

- 1. Curriculum Design**
  - I. Background**
  - II. Rationale**
- 2. Curriculum Development**
  - **Supported by current published evidence.**
- 3. Curriculum Philosophy**
- 4. Curriculum Content**
  - I. Aims and Learning Outcomes**
    - a. Programme Learning Outcomes Mapped to Standards and Requirements**
    - b. Module Learning Outcomes Mapped to Standards and Requirements.**
  - II. Structure, Modes of Study and Duration**
- 5. Assignments and Assessments**
  - I. Module Assignments and Assessments mapped to module learning outcomes**
  - II. Submissions/Late Submissions**
  - III. Scope of compensation between modules (Compensation between theoretical and clinical component of assessment is prohibited).**
  - IV. Examinations**
  - V. Plagiarism**
  - VI. Repeat Examinations**
    - **Number of repeats allowed for failed assessments.**
- 6. Module Descriptors in Table format**
  - **Current references included**

## **Section3: Appendices**

- 1. Letter of accreditation from HEI's Academic Council**
- 2. CV's of Academic Staff (Include NMBI PINs for nurses and midwives)**
- 3. Abridge CV of External Examiner**
- 4. Academic regulations**
- 5. Programme Evaluation Tools, e.g. Students Questionnaires, Impact on Service Assessment, Preceptor Evaluation**
- 6. Clinical Competency Assessment Tool (If applicable)**
- 7. Detailed examination grading scale**
- 8. Governance structure in diagrammatic format**
- 9. Oversight committee memberships**
- 10. Policies on marking/plagiarism/submission/exams/conduct/ etc.**
- 11. Recognition of prior learning policies/forms**
- 12. Marking criteria**
- 13. Any other documents deemed relevant**

(Revised : October 12, 2017)