

POLICY ON ALLOCATION OF COURSES TO SPECIFIC ACADEMIC UNITS

The Curriculum Committee is of the opinion that the compulsory courses in a student's programme must be offered by the appropriate department. This ensures:

- i. that the student is taught by specialists in the area concerned;
- ii. that the student has as broad an educational experience as is consistent with his course of studies;
- iii. that the resources of the university are most efficiently utilized.

A. Guiding Principles

1. Courses dealing with the fundamentals of a subject should normally be taught by the academic unit that deals substantially and principally with this particular subject.
2. An academic unit that offers either a course or a programme based substantially on another discipline should not allow its students to progress in this course or programme without taking the fundamentals in this other discipline.
3. If the application of the fundamentals to a particular discipline is so highly specialized that the professor of the course in fundamentals cannot reasonably be expected to be able to provide such applications, the discipline requiring the course as a compulsory subject may be allowed to teach a special course for applications with the course in fundamentals taken as a necessary prerequisite.

B. Preventing Course Duplication or Expatriation

It shall be the responsibility of the Senate Curriculum Committee in consultation with the relevant Academic Units and the Dean(s) to determine the "natural habitat" of a course. In case departure is envisaged from the guiding principles it should be done in consultation with the Budget and Short-Term Academic Planning Committee.

C. Phasing Out Course Duplication

1. It shall be the responsibility of the Senate Curriculum Committee to review existing courses with the view of phasing out duplication and expatriation of courses and to make recommendations to Senate on academic grounds;

2. The Budget and Short-Term Academic Planning Committee shall make recommendations to Senate on financial grounds, taking into account the recommendations of the Senate Curriculum Committee.

D. Regulations Concerning Service Courses

Two categories of service courses may be distinguished.

1. The first deals with compulsory courses which are required by one or more academic units in order to complete a specific programme, and which are offered expressly for students in these programmes.
2. The second deals with existing courses which belong to the regular programme of an academic unit but which are also offered as compulsory courses to students from another academic unit.

Regulations Concerning Courses in Category "1"

1. The Introduction of new service courses - The academic unit requiring a service course for the purposes of its students should provide written guidelines concerning the aim of the course and the course content. The two academic units should come to some written agreement concerning these guidelines before the proposal is forwarded to the respective Deans and to the Senate Curriculum Committee.
2. Implementation of new and existing service courses - Consultation between the unit requesting a service course and the unit offering it should take place at least once a year, and may be initiated by the chairman of either unit. When deemed preferable, consultation should occur on a more frequent basis. The teaching unit will forward an outline of the course to the unit requesting the service course. An assessment of the service course should be undertaken jointly by the two units; if the results are unsatisfactory, a consensus should be reached whereby the course may be improved by modifying the approach and/or changing instructors.

Should the enrolment be larger than expected, it may not be limited to the detriment of those students for whom the course is compulsory. It is suggested that if enrolment warrants sectioning, homogeneous sections be created for students taking the course as a service course.

3. Deletion of a service course from a programme - Should an academic unit decide, for sound academic reasons, to delete a service course from its programme, it should first discuss the matter with the unit teaching the course and

subsequently notify this unit in writing. Consultation must be completed before the proposal for deletion is forwarded to the Deans' Academic Council and to the Senate Curriculum Committee. Similarly, should an academic unit offering a service course decide to delete this course from its programme, it should discuss this matter with the unit for which the course is taught and subsequently notify this unit in writing. Consultation must be completed before the proposal for deletion is forwarded to the Deans' Academic Council and to the Senate Curriculum Committee. Under no circumstances should a service course be deleted without respecting the above deadlines.

Regulations Concerning Courses in Category "2"

1. The introduction of new service courses - When an academic unit plans to recommend as compulsory a course which is already offered as part of a programme in another academic unit, it should engage in active consultation with the unit involved in order to acquaint itself with the aims of that course. The purpose of consultation is also to allow the unit offering the service course the opportunity to assess possible impacts on its programme and its enrolment.
2. Implementation of new and existing service courses - Consultation between the units should take place at least once a year in order to evaluate the advantages and implications of the arrangement. The unit teaching the service course should forward an outline of the course upon request from the other academic unit. Should the arrangement prove unsatisfactory, a consensus should be reached whereby the course be improved.

Should the enrolment be larger than expected, it may not be limited to the detriment of those students for whom the course is compulsory. It is suggested that if enrolment warrants sectioning, homogeneous sections be created for students taking the course as a service course, should the unit so request it.

3. Deletion of a service course from the programme - Should an academic unit decide, for sound academic reasons, to delete a service course from its programme, it should first discuss the matter with the unit teaching the course and subsequently notify this unit in writing. Consultation must be completed before the proposal for deletion is forwarded to the Deans' Academic Council and to the Senate Curriculum Committee. Similarly, should an academic unit offering a service course decide to delete this course from its programme, it should discuss this matter with the unit for which the course is taught and subsequently notify this

unit in writing. Consultation must be completed before the proposal for deletion is forwarded to the Deans' Academic Council and to the Senate Curriculum Committee. Under no circumstances should a service course be deleted without respecting the above deadlines.

In the event of a conflict between the two units, in any of the steps suggested in this document, the matter will be brought to the attention of the Deans of the academic units involved as well as the Vice-President (Academic).

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