

Guidelines and Procedures for Launching Minor Programmes

1. Introduction

In addition to a Major programme, an undergraduate student may register for one or two Minor programme(s). For launching a Minor programme, the proposal must undergo proper approval procedures for academic quality assurance.

2. Approval Procedures

- 2.1 A proposal on a new Minor programme should first be considered and endorsed by the relevant programme/unit level board/committee(s) ^{*}, e.g. BSocSc Programme and Curriculum Committee (PCC) for Minors in SocSc, Undergraduate Business Programmes Committee (UBPC) for Minors in Business, Department Board (DB) and Executive Committee in Arts for Minors in Arts disciplines under the Arts Departments, Programme and Curriculum Committee for BSc in Data Science for Minor in Data Science. In case a Minor programme consists of courses outside the hosting unit, the endorsement of the relevant Department Board(s) (the Head(s) of Department[†] may give endorsement on its/their behalf) needs to be sought.
- 2.2 The endorsed proposal should be submitted to the Academic Quality Assurance Committee for Undergraduate Programmes (AQAC) for consideration and endorsement. The proposal will then be forwarded to the Senate for approval on the recommendation of the AQAC.

3. Format of a Minor Programme Proposal

A proposal for launching a Minor programme should include the following:

- (i) Programme title (in both English and Chinese)
- (ii) Hosting/Coordinating unit and contributing unit(s)
- (iii) Introduction and justification (e.g. features of the proposed programme, market demand, community needs, and/or views from stakeholders)
- (iv) Aims and learning outcomes

^{*} Apart from academic departments, a Minor programme can be offered by units such as Centre for English and Additional Languages (CEAL), Division of Science, Wong Bing Lai Music and Performing Arts Unit (WBLMP), etc. A proposal should be considered and endorsed by the relevant centre/unit board, and then by the Executive Committee in Arts for a Minor offered by a unit in the Faculty of Arts, and by the School of Data Science Management Board for a division in the School of Data Science.

[†] The Division Board and Division Person-in-Charge take up the role of Department Board and Head of Department, respectively, for courses offered by Divisions of the SDS.

- (v) Eligible students (e.g. Students whose Major is in any programme other than [Major programme title] may qualify for a [Minor programme title] after successful completion of 15 credits of courses as specified below.)
- (vi) Structure and requirements
 - Total number of credits (15 credits or above)
 - Number and list of required courses
 - Number and list of elective courses
 - Pre-requisite/Exemption, if any

According to the Academic Regulations for Undergraduate Programmes, at most two cluster courses can be double counted to fulfill both the requirement of the Core Curriculum and the requirement of any Minor programme.
- (vii) Effective date of implementation (Term/Academic Year/Intake)
- (viii) Resources implication, if any
- (ix) Brief course description for each course listed
- (x) Course syllabus and rubrics for each new course (if any) with Centre for Innovative Teaching and Learning's written comments on outcome-based elements incorporated, as appropriate

4. Time Frame

It is desirable that a new Minor programme be approved by the Senate on the recommendation of the AQAC in January/February preceding the academic year in which the new Minor programme is proposed to be launched following the time frame below:

- Endorsement by the programme/unit/Faculty/School level board/committee September-November
- Endorsement by the AQAC December/January
- Approval by the Senate January/February

Revisions approved in October 2024