

FIRST CITY UNIVERSITY COLLEGE QUALITY PROCEDURE TEACHING PLAN & COURSE MATERIALS	Document No	QP 8.4
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1.0 Purpose

This procedure describes the process to prepare Teaching Plan and Course Materials in accordance with MQA Table 4 and upload to FCUC e-Learning Portal.

2.0 Scope

This procedure applies to all courses offered.

3.0 Responsibilities

- 3.1 DOF/HOC
- 3.2 PC
- 3.3 Teaching staff

4.0 Procedure

- 4.1 DOF/HOC shall confirm the courses to be offered for the following academic session on Week 13.
- 4.2 PC shall set up the courses for the programmes in FCUC e-Learning Portal on Week 14 of the semester.
- 4.3 Lecturers shall prepare the Teaching Plan using the QF 8.4.1 Teaching Plan for each assigned course.
- 4.4 Lecturers shall upload the Teaching Plan & Course Materials (including timetable) to FCUC e-Learning Portal one (1) week before the commencement of the new academic session.
- 4.5 PCs shall check to ensure that the Teaching Plan & Course Materials for all the courses offered for the programmes are uploaded in FCUC e-Learning Portal within 2 working days before the commencement of the new academic session.

5.0 Definition

- 5.1 Teaching Plan refers to the weekly semester plan of teaching activities and assessments.
- 5.2 Course Materials refer to course specification, lecture notes, class timetable, assessment rubrics, project briefs and any other relevant teaching materials.

6.0 Attachment

- QF 8.4.1 Teaching Plan
- FC 8.4.1 Teaching Plan & Course Materials

7.0 Reference

NIL