

FIRST CITY UNIVERSITY COLLEGE QUALITY PROCEDURE TEACHING FILE	Document No	QP 8.5
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1.0 Purpose

This procedure describes the process to compile the course materials for each course of the programme for each semester.

2.0 Scope

This procedure applies to all teaching staff for all courses offered in a semester.

3.0 Responsibilities

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

4.0 Procedure

- 4.1 DOF/HOC shall create the Faculty-OneDrive folder for the Teaching File (by programme) for all the courses offered in the semester.
- 4.2 The teaching staff shall prepare and update the Teaching File weekly for each assigned course of a programme for the semester. The teaching staff shall upload the complete set of Teaching File to the Faculty-OneDrive folder (by programme) after the respective Examinations Board Meeting.
- 4.3 PC shall review the Teaching File for each of the courses in the programme for the semester within one (1) week after the Examinations Board Meeting.
- 4.4 DOF/HOC shall review and confirm the complete sets of the Teaching File for each of the programmes offered in the semester within two (2) weeks after the Examinations Board Meetings.

5.0 Definition

DOF/HOC refers to Dean of Faculty / Head of Centre.

PC refers to Programme Coordinator.

Teaching Staff refers to full-time or part-time lecturer / tutor.

Teaching File refers to the set of documents for a course in a programme as per QF 8.5.1 Teaching File Checklist.

6.0 Attachment

- QF 8.5.1 Teaching File Checklist
- QF 8.5.2 PC Teaching File Checklist
- QF 8.5.3 DOF/HOC Teaching File Checklist
- FC 8.5.1 Teaching File Flow Chart

7.0 Reference

- NIL