

KHDA NEW PROGRAMME REGISTRATION

Glossary

- **KHDA** – the Knowledge and Human Development Authority is the government entity responsible for the issuance of Academic Authorisations and external quality assurance of higher education providers in Dubai.
- **New Programme Registration** – the KHDA/UQAIB process that grants approval for the delivery of current and new programmes at the Dubai Campus.
- **UQAIB** – the University Quality Assurance International Board was established and is supported by KHDA. UQAIB provides advice to KHDA on Academic Authorisations and makes decisions for KHDA on Programme Registration.

KHDA New Programme Registration

KHDA is responsible for the issuance of Academic Authorisations and external quality assurance of higher education providers in Dubai. The New Programme Registration process is an assessment exercise, which seeks to confirm a programme's viability in Dubai and that the programme meets the quality standards of KHDA and UQAIB. All programmes planned for delivery in Dubai must first be registered and approved by KHDA.

New programmes cannot be advertised, recruited to nor commence until the New Programme Registration process is complete and KHDA confirms approval.

Timeline

KHDA accepts New Programme Registration submissions three times throughout the year.

New Prog Eligibility Application Deadline	New Prog Full Application Deadline	UQAIB Results Disseminated by KHDA
15 December	1 February	~April
15 March	1 May	~July
1 July	1 September	~November

References and Further Information

- [KHDA Institutional Renewal and Programme -- Registration Guidelines](#)
- [Briefing Paper 12 - Academic Approval Process](#)
- [Quality Assurance Briefing Papers](#)

Contact: quality@hw.ac.uk

KHDA New Programme Registration Process

Step 1: Internal Approval

New programmes must complete the HWU internal approval processes before submission to KHDA. The School in Dubai in collaboration with the School in Edinburgh is responsible for advancing the programme proposal as follows:-

[Refer to Briefing Paper 12 - Academic Approval Process](#)

- Preparation of programme proposal in Programme Approval and Management System (PAMS)
- Presentation to and approval by the School Studies Committee
- Presentation to and approval by the University Studies Committee* or the Research Degrees Committee

*Programme proposals must be in PAMS at least 2 weeks in advance to be considered at a USC meeting

Step 2: New Programme Eligibility Application

The New Programme Eligibility Application is prepared by the Associate Head of School (or delegate) in collaboration with the Academic Quality Officer (Dubai). The Academic Quality Officer (Dubai) quality checks and submits the New Programme Eligibility Application to KHDA.

Step 3: New Programme Full Application and Documentation

The New Programme Full Application and supporting documentation are prepared by the Associate Head of School (or delegate) in collaboration with the Academic Quality Officer (Dubai) and Academic Registry.

Step 4: Quality Check and Submission

The New Programme Full Application and supporting documentation are quality checked and submitted by the Academic Quality Officer (Dubai) in collaboration with Academic Registry.

Step 5: UQAIB Review and Decision

UQAIB reviews and decisions the New Programme Full Application. UQAIB may request feedback or clarification before granting final approval. The School is responsible for the response facilitated by the Academic Quality Officer (Dubai).

Quality Assurance Briefing Papers

This briefing paper has been produced by Academic Quality and is one of a series related to Quality Assurance procedures. The briefing papers aim to provide a concise, informative overview of key processes, and include links to relevant policies, procedures and templates.