



ADVISORY NOTE NO. 2/2025

(FOR INTERNAL CIRCULATION ONLY)

CONDUCTING COURSE FILE PREPARATION

INTRODUCTION

1. All Centre of Studies (CoS) must ensure that course files for **all** courses offered by section are complete and up-to-date.
2. These course files should be prepared **each** semester. They can be maintained in either printed, electronic, or other formats as decided by the CoS.
3. For co-teaching (when a course has multiple sections with different instructors), a separate course file must be prepared by each course instructor. In contrast, team teaching (when multiple instructors teach a single section of a course) requires only one course file to be prepared.
4. Complete course files serve as essential teaching documentation and are critical for Continual Quality Improvement (CQI) activities, including internal audits, accreditation processes, and curriculum reviews.

GUIDELINES

5. Course files should be able to capture the following categories:
 - a) **Course Information**
 - b) **Course Management**
 - c) **Course Assessment**
 - d) **Teaching Materials**
 - e) **Continuous Quality Improvement**
6. Each CoS is empowered to decide on the specific contents of these categories. Therefore, CoS guidelines should be properly documented and disseminated among the course instructors.