

ADVISORY NOTE NO. 5/2025
(FOR INTERNAL CIRCULATION ONLY)

AMENDMENTS IN PREREQUISITE AND COREQUISITE COURSES

INTRODUCTION

1. A prerequisite is a course or requirement that a student **must PASS before** registering in a particular course.
2. A corequisite is a course that a student **should take together** with a relevant course. This only applies during the first registration of the courses.
3. These are determined during the curriculum development or curriculum review exercise.
4. Any addition or change to prerequisite or corequisite courses must be reported to ensure the academic system is up to date and to officially authorise the implementation of these changes. This step is crucial to protect the Kulliyah and the University from potential legal or administrative issues in the future.

GUIDELINES

5. In the 501st Senate Meeting (28th July 2023), all proposed changes must follow this process:
 - i) Get internal approval from the relevant Kulliyah authority e.g. Kulliyah Board of Management (KBM).
 - ii) Submit the endorsed proposal paper to the Office of Knowledge for Change and Advancement (KCA) using the template provided in the appendix.
 - iii) KCA will then forward it to the Senate for endorsement.
6. Once endorsed, the Kulliyah is responsible to ensure that the changes are reflected in the relevant system e.g. study plan system.

Prepared by:

Office of Knowledge for Change and Advancement (KCA)
15th May 2025

APPENDIX 1: TEMPLATE

PAPER FOR SENATE ENDORSEMENT
PROPOSAL TO AMEND PREREQUISITE / COREQUISITE COURSES
WITHIN THE <NAME OF DEPARTMENT>

NAME OF CENTRE OF STUDIES (CoS)

1. INTRODUCTION

The objective of this paper is to seek endorsement from Senate members for the amendment of the prerequisite / corequisite courses within the <Name of Department> at the <Name of CoS>.

2. BACKGROUND

< Should include the endorsed date of current curriculum, among other details>

3. PROPOSAL AND JUSTIFICATION

Note:

- i. Programme owner may use Table 1 and/or Table 2 in the proposal.
- ii. *To number the Table accordingly.

Table 1*: Current vs Proposed Changes in Pre-requisite Course(s)

No.	Course	Current Prerequisite(s)	Proposed Prerequisite(s)	Justification
1.	<i>e.g.</i> ZZZZ 4444 Designing Solutions with Systems Thinking	<i>e.g.</i> None	<i>e.g.</i> ZZZZ 3333 Solving Real Problems with Structured Thought ZZZZ 3344 Thinking Clearly in a Noisy World	<i>e.g.</i> Change in programme standard
2.				
3.				

Note: May add or remove the number of rows following the number of courses.

Table 2*: Current vs Proposed Changes in Co-requisite Course(s)

No.	Course	Current Co-requisite(s)	Proposed Co-requisite(s)	Justification
1.				
2.				
3.				

Note:

- i. Course code and course title placement is as Table 1.
- ii. May add or remove the number of rows following the number of Courses.

Effective date:

Note: The effective date could either be immediate or take effect after the date of the proposal's endorsement.

4. FINANCIAL IMPLICATION

- <1. To state any kind of action taken by the CoS that requires Board of Governance (BOG) approval>
<2. Others as relevant>

5. CONCLUSION

The Senate members are kindly requested to endorse the proposal as presented.

Prepared by:

Name of Centre of Studies (Cos)

Date

Presented by:

Office of Knowledge for Change and Advancement

Date