

## **Academic Programme Proposal Process 2019-20**

This paper explains the process for proposals for new academic programmes, and modifications to existing programmes.

The process is a two stage review, comprising:

- a) A review of the outline proposal by the Academic Programmes Committee.
- b) A review of the full proposal, including full module descriptions, by external reviewers.

Please submit all proposals by email to [academic.programmes@mu.ie](mailto:academic.programmes@mu.ie)

and copy the Faculty Dean(s) [Deans.Office@mu.ie](mailto:Deans.Office@mu.ie)

and where relevant the Dean of Graduate Studies [graduatestudies@mu.ie](mailto:graduatestudies@mu.ie).

### **Deadlines for Submission of Programme Proposals during academic year 2019-20:**

Postgraduate programmes and programmes not requiring CAO entries:

Submission by **14 October 2019** for admission in September 2020.

Undergraduate programmes requiring CAO entry:

Submission by **11 November 2019** for the CAO prospectus in 2020 and entry in 2021.

The process is described in more detail on the following page.

## Stage 1 – Outline proposal

Proposal preparation in Department	Course proposal prepared within the relevant academic department. The proposal should be reviewed by the Department, and signed by the Head of Department. The Departments review should consider: the fit with the departmental priorities; the relationship to other programmes offered in the department; the capacity to teach the course. Full module details are not needed at this stage.
Review by Dean and Faculty Executive, and Faculty Teaching and Learning Committee.	The signed proposal is reviewed by the Dean and the Faculty Executive This step is designed to ensure coordination between departments within the Faculty.
Academic Programmes Committee. This may be done in parallel with review by Dean and Faculty Executive.	The Committee will seek written comments from: <ul style="list-style-type: none"> <li>• Dean of Faculty and Faculty Teaching and Learning committees.</li> <li>• Registry team.</li> <li>• Admissions or Graduate Studies as appropriate.</li> <li>• Bursar’s Office.</li> <li>• Director of Quality</li> <li>• International Office if appropriate.</li> <li>• Industrial placement office if a placement is involved.</li> </ul> The Committee will discuss the proposal in the light of responses received. It may (i) decline the proposed course, (ii) refer it for revision or clarification, or (iii) recommend that it proceed to the next stage.

## Stage 2 – full proposal review

Full proposal prepared and submitted to the Academic Programmes Committee and the relevant Faculty.	The full proposal is the proposal form used in step 1 (modified as appropriate), plus the full module descriptions with details of assessment and learning outcomes. This proposal is submitted to the Academic Programmes Committee and to the relevant Faculty or Faculties.
Faculty review	The Committee seeks reviews from: Relevant Faculty Deans External reviewers (normally at least 1 from outside the country). It also receives reports from the relevant Faculties.
External review. May be done in parallel with Faculty review	The Academic Programmes Committee will send the document to selected external reviewers.
Final review by the Academic Programmes Committee	The Committee will review the proposal in the context of the comments of external reviewers and comments from the Faculties. It will either recommend the programme to Academic Council, or refer it for amendment.
Approval by Academic Council	The programme is referred to Academic Council for final approval.