

New Academic Programme Proposal Process 2021-22

This document explains the process for new academic programme proposals.

The process is a two-stage review, comprising:

- a) A review of the initial proposal (if available, should include module descriptors with details of assessment and learning outcomes) by the Faculty Dean, Faculty Executive, Faculty Teaching & Learning Committee, Finance Office, Registry, Curriculum Office, (if applicable, Graduate Studies Office) and the Academic Programmes Committee; and
- b) A review of the full proposal (including full module descriptors with details of assessment and learning outcomes), by external reviewers and Faculty.

Please submit all proposals by email to academic.programmes@mu.ie and where relevant to Graduate Studies at Niamh.NiShiadhail@mu.ie.

***Deadlines for submission of Programme Proposals:
Postgraduate programmes and programmes not requiring CAO entry for admission in
September 2022: 5 November 2021.***

Programme proposals received after this deadline will be accepted and considered by the Academic Programmes Committee but the approval process may not be completed on time to ensure entry to the Postgraduate Prospectus. In this case, responsibility will lie with the Department/School to market these programmes.

***Undergraduate programmes requiring CAO entry for admission in September 2023: 30
November 2021.***

Programme proposals received after this deadline will be accepted and considered by the Academic Programmes Committee but the approval process may not be completed on time to ensure inclusion in the CAO Handbook.

Deadlines will be adhered to as Faculty Teaching & Learning & Faculty Executive reviews are required in advance of initial Academic Programmes Committee consideration.

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

Stage 1 – Outline Proposal

<p>Proposal preparation in Department/School.</p>	<p>Course proposal prepared within the relevant academic Department/School.</p> <p>The proposal should be reviewed by the Department/School and signed by the Head of Department/School.</p> <p>The Department's/School's review should consider:</p> <ul style="list-style-type: none"> • the fit with the departmental/school priorities; • the relationship to other programmes offered in the Department/School; • the capacity to teach the course. <p>If available, full module descriptors with details of assessment and learning outcomes should be submitted along with the proposal at this stage.</p> <p>The signed proposal is submitted by email to academic.programmes@mu.ie and where relevant copied to the Director of Postgraduate Academic Programmes at Niamh.NiShiadhail@mu.ie.</p>
<p>Review by Faculty Dean, Faculty Executive, Faculty Teaching and Learning Committee, Head of Financial Planning, Assistant Registrar – Academic Administration, Curriculum Officer and where applicable, the Director of Postgraduate Academic Programmes.</p>	<p>The proposal is reviewed by the Faculty Dean, Faculty Teaching and Learning Committee and Faculty Executive. This step is designed to ensure co-ordination between Departments and Schools within the Faculty. The Head of Financial Planning reviews all new programme proposals. Postgraduate programme proposals are also reviewed by the Director of Postgraduate Academic Programmes.</p>
<p>Academic Programmes Committee.</p>	<p>The Committee considers comments received from:</p> <ul style="list-style-type: none"> • Dean of Faculty; • Faculty Executive; • Faculty Teaching and Learning Committee; • Head of Financial Planning; • Assistant Registrar – Academic Administration; • Curriculum Officer and where applicable • Director of Postgraduate Academic Programmes. <p>The Committee discusses the proposal in 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.</p> <p>If recommended to the next stage, the Committee selects external reviewers considering gender balance and international/national expertise.</p> <p>If applicable, the Committee seeks written comments from</p> <ul style="list-style-type: none"> • Director of Internationalisation;

	<ul style="list-style-type: none"> • Placement Officer; • Director of Quality and • Other applicable disciplines.
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Stage 2 – Full Proposal Review

Full proposal prepared and submitted to the Academic Programmes Committee	The full proposal is the Proposal Form submitted at Stage 1 (modified if requested), plus the full module descriptors with details of assessment and learning outcomes. This proposal is submitted by email to the Academic Programmes Committee at academic.programmes@mu.ie within a limited timeframe.
Faculty and External reviews	Once the full proposal is submitted by email, the Committee sends the documentation to two selected external reviewers and for Faculty review.
Final review by the Academic Programmes Committee	The Committee reviews the proposal in the context of the comments of external reviewers and 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.