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| Maynooth-University-Logo_CMYK_AW | **New Academic Programme****Template for Proposal 2016-2017** |

# The new programme process:

**Phase 1 – Outline proposal**

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| 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:* Dean of Faculty and Faculty Teaching and Learning committees.
* Registry team.
* Admissions or Graduate Studies as appropriate.
* Bursar’s Office.
* Director of Quality
* International Office if appropriate.
* Industrial placement office if a placement is involved.

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.  |

**Phase 2 – full proposal**

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| 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 DeansExternal 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. |

## To submit a proposal:

Please submit all proposals (Phase 1 and 2) by email to academic.council@nuim.ie and copy the Faculty Dean(s) Deans.Office@nuim.ie and where relevant the Dean of Graduate Studies graduatestudies@nuim.ie.

This form is provided in word format, so that the proposal can be typed into the document.

The text boxes provided are not intended to limit the proposal they can be expanded as needed.

## Deadlines for Submission of Programme Proposals during academic year 2016-2017:

Postgraduate programmes and programmes not requiring CAO entries:

Submission by Monday, **7 November 2016** for admission in September 2017.

Undergraduate programmes requiring CAO entry:

Submission by Monday, **28 November 2016** for the CAO prospectus in 2017 and entry in 2018.

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| Title of programme: |  |
| Department(s) with responsibility: |  |
| Level of programme:  | *Specify whether undergraduate or postgraduate, and NFQ level.* |
| Award type[[1]](#footnote-1) | *Specify whether major, minor or supplemental award.* |
| Duration of programme. | *Specify whether full-time or part-time.* |
| Period of study (e.g., Sept to June). |  |
| Number of credits. | *If multiple exit awards are possible (e.g., PG Dip/MA), please specific the credits for each.* |
| Entry requirements: |  |
| Anticipated enrolment:Please state minimum no. if any. |  |
| Proposed award: |  |
| Proposed commencement of programme: |  |
| Proposed fee: Full-time\Part-timeAnd\or International | *Standard fees will be used in most cases. If there is a specific reason for a deviation from the normal fee, please explain and suggest the fee here.* |
| Date of proposal: |  |
| Name of Course Leader/Course Director: |  |
| Name of Head of Department: |  |
| Email of Head of Department: |  |
| Signature of Head of Department |  |

**Background to the Proposed Programme**

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| Explain the rationale for the proposal, and the context. |
| Will this proposed programme replace an existing programme, and if so, please specify. |
| What is the anticipated demand for such a programme and the typical profile of expected entrants? |
| Provide information on similar courses in other institutions. |
| Explain if the programme involves professional accreditation. |
| How does the proposed programme fit with existing programmes run in the Department and Faculty? |

**Description of the Proposed Programme**

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| This section should explain the course to a non-specialist. |
| Please explicitly show the contact time and how this time is organised. |
| Please highlight any unusual features of the programme such as off campus teaching, use of blended learning, shared teaching with other partners, use of external agencies to teach parts of the course, specific entry requirements, or exceptions to marks and standards. |
| Any other relevant information. |

## Course structure

This section should show the modular structure of the course, making clear which modules are existing, which are compulsory, and the credit weight of each.

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| --- | --- | --- | --- | --- | --- |
| Module code | Module title | Semester 1,2, or full year | New or existing module. | Compulsory or optional module. | Credit weight |
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|  |  |  |  |  |  |
| **Year** | **Total of credits for the year**  |  |  |  |  |

Please duplicate this table for multi-annual courses.

## Programme learning outcomes

This section should provide the programme learning outcomes.

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## Impact on other departments in Maynooth University

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| This section should consider:* Any similar programmes in Maynooth University.
* Any programmes in Maynooth University which might compete for students with similar interests.
* Any departments or modules which will have increased demands because of the proposed programme.

Outcomes of discussion with the relevant departments should be included here. |

# Delivery and capacity to deliver the programme

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| This section should explain how the programme will be delivered. It should explicitly indicate how much of the delivery will be by occasional staff, and whether there are any staffing or infrastructure requirements implicit in the proposal. |

## Proposed external reviewers

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| 1. This section should provide the names and contact details for at least three potential external reviewers.
2. Normally at least one of the proposed reviewers should be from outside the country.
3. The department should not contact these reviewers – the committee will select the reviewers to be invited.
4. Please indicate if any of the proposed reviewers have had close contact with the department (consulted on the design of the course, or been external examiners, or research collaborators/personal contacts), or are working on directly competing courses in other institutions.
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| **External Reviewer 1:**Name:Address (including affiliation):Email Address:Phone No.Detail any contact with proposed reviewer: |
| **External Reviewer 2:**Name:Address (including affiliation):Email Address:Phone No.Detail any contact with proposed reviewer: |
| **External Reviewer 3:**Name:Address (including affiliation):Email Address:Phone No.Detail any contact with proposed reviewer: |
| **External Reviewer 4: (optional)**Name:Address (including affiliation):Email Address:Phone No.Detail any contact with proposed reviewer: |

**Please note that following consideration of this proposal, if it is agreed that the programme would be beneficial to the University, full module descriptors will be requested from the proposer.**

1. These are defined by QQI as part of the National Framework of Qualifications:

Major awards are expected to be of the appropriate scale for an award at that level (eg A level 8 degree is at least 180 credits).

Minor awards: are for partial completion of the outcomes of a Major award.

Supplemental awards: are for learning that is additional to a Major award.

Special Purpose Awards: are for relatively narrow or purpose-specific achievement.

See <http://www.nfq-qqi.com/index.html> [↑](#footnote-ref-1)