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| Maynooth-University-Logo_CMYK_AW | **New Micro-credential**  **Proposal Template 2023-2024** |

Academic Programmes Committee has the authority to approve micro-credentials which are module-sized, credit bearing and assessed. This proposal template should be used for all micro-credential (MC) proposals and is in two parts:

**Part one:** Academic proposal

**Part two:** Technical detail required for Bursar’s Office (including Fees) and Registry to support the delivery of the micro-credential. It is advisable to contact these offices for assistance in completing these sections – [jane.corcoran@mu.ie](mailto:jane.corcoran@mu.ie) [*Finance*] and [curriculum@mu.ie](mailto:curriculum@mu.ie) [*programme structure and Registry queries*].

Please complete both parts *before* submitting to APC for approval, at least two months before the proposed commencement date of the micro-credential. *Please note the published deadlines for submission of proposals to APC (*[*APC submission deadlines*](https://www.maynoothuniversity.ie/academic-council/academic-council-standing-committees-membership/academic-programmes-committee)*)*

It is recommended to contact Sinéad Gannon, Project Lead IUA MicroCreds Project ([microcredentials@mu.ie](mailto:microcredentials@mu.ie)) for advice before submitting a proposal. Completed proposals should then be submitted by email to [academic.programmes@mu.ie](mailto:academic.programmes@mu.ie) with copy to the Faculty Dean(s), [microcredentials@mu.ie](mailto:microcredentials@mu.ie), and the Director of Admissions [[ita.mcguigan@mu.ie](mailto:ita.mcguigan@mu.ie)].

For reference, the approved Maynooth University Framework for Micro-credentials is available [here](https://www.maynoothuniversity.ie/sites/default/files/assets/document/private/Maynooth%20University%20Framework%20for%20Micro-credentials_May%202023.pdf).

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 and can be expanded as needed.

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| **Date of proposal** |  |
| **MC Course Leader/Course Director** |  |
| **Head of Department** |  |
| **Email of Head of Department** |  |
| **Signature of Head of Department** |  |

# Part One: Academic proposal

## Micro-credential details

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| **Title of micro-credential** *(i.e. how micro-credential will appear on academic transcript). Please note*   * *There is a 40-character limit on the title* * *Title must begin with ‘Micro-credential:”* | Micro-credential: [*insert title*] |
| **Long Title (for web display/marketing purposes)**   * *90 characters possible* |  |
| **Department(s) responsible** |  |
| **Award type** | A single micro-credential is not an award |
| **Level of programme:** *Specify the NFQ level of the micro-credential [NFQ Level 8 (UG) or NFQ Level 9 (PG)]* |  |
| **Credit weight of micro-credential:**  *[5-15 credits]* |  |
| **Duration of micro-credential**  *(One semester or one academic year)* |  |
| **Exemptions on other MU programmes by completing this micro-credential** |  |
| 1. **Is this a one-off delivery or will it run in subsequent academic years?** 2. **Will there be more than one iteration**   **in a single academic year, i.e. will there be a semester 1 iteration, and a semester 2 iteration?**  (*Note: this impacts the application and registration processes*). |  |
| **ISCED code[[1]](#footnote-1):**  *For guidance on ISCED code allocation, please contact the Curriculum Office at E:* [*curriculum@mu.ie*](mailto:curriculum@mu.ie) | If the micro-credential has more than one discipline, an ISCED code for each discipline/subject is required.  ISCED Discipline/subject 1:  ISCED Discipline/subject 2: |

## Background to the proposed micro-credential

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| **Explain the rationale for the micro-credential proposal, and the context.**  Please provide details about engaging with relevant external stakeholders, and how this has informed the proposal. |
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| **Provide information on similar micro-credentials in other institutions** |
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| **Explain if the micro-credential involves professional accreditation** |
|  |
| **Please include if an external organisation and/or external staff will be involved in delivering the proposed micro-credential**. |
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| **How does the proposed micro-credential fit with existing programmes delivered by the Department and Faculty?** |
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| **How does the proposed micro-credential align with the Department's plans for stacking micro-credentials into Awards? For example, will this micro-credential be stacked with others towards a Major, Minor or Supplemental award?** |
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## Overview of the micro-credential

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| **Overview**  *The text provided here will be held in the Academic Database and displayed in CourseFinder* |
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| **Impact on other departments in Maynooth University** |
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## 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, external staff and whether there are any staffing or infrastructure requirements implicit in the proposal. Please consult with** [***jane.corcoran@mu.ie***](mailto:jane.corcoran@mu.ie) **when completing this section.** |
|  |

## Part Two: Technical detail

## Admission and Registration

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| **Entry requirements:** |  |
| **Entry process:** *PAC (preferred) / other*  If *other*, please specify application procedure and the arrangements confirmed with the Student Records Office for registration. |  |
| **Proposed micro-credential commencement date and academic year:** |  |
| **Anticipated enrolment:**  *Please state minimum number if any* |  |
| **Concurrent registrations with other MU qualification registrations:** | Permitted/Not permitted?  *Note: normally permitted with other MU programmes (unless otherwise specified)* |

**Assessment**

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| **Method of assessment:** *Exam/CA/Other/Blend* | *Note: Further details on the type and timing of each element of assessment can be given here.* |
| **Can micro-credential be passed by compensation?** | Yes/No?  *If No, it should be marked ‘required’ in the Academic Database and Course Finder to clearly indicate that it must be passed by at least 40%.* |
| **Exceptions to Marks and Standards:** | *Unless otherwise proposed, the micro-credential will be graded in accordance with current Marks and Standards.* |
| **Penalties specific to micro-credential:** | *Example: details of % deduction in marks due to late submission of assignment* |
| **Conditions specific to micro-credential:** | *Note: details on attendance conditions etc. can be given here* |

# Micro-credential structure on Academic Database

This section should list each module in the proposed micro-credential programme.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Module code** | **Module title**  *(43 char. limit)* | **Semester 1, 2, Sept-May or other\*** | **New or existing** | **NFQ level**  **(8 or 9)** | **Credit weight** | **Graded or Ungraded** | **Resit/**  **supplemental registration permitted?\*\*** |
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**Note:** *The semester allocation determines the Examination Board meeting at which results will be ratified*

**\*** *Other – please contact* [*curriculum@mu.ie*](mailto:curriculum@mu.ie) *for details of other semester options*

*\*\* Note: only available if first sitting results are uploaded in month 1 or month 5.*

**Module details**

The text provided here will be held in the ADB and displayed on CourseFinder.

**Module Overview**

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**Module Learning Outcomes (max. 8)**

On successful completion of the module, participants should be able to:

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| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

**Programme Learning Outcomes (if more than one module offered in micro-credential) (max. 12)**

On successful completion of the programme, participants should be able to:

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| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
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| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |
| 12 |  |

## Financing and resourcing details

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| Please consult with [*jane.corcoran@mu.ie*](mailto:jane.corcoran@mu.ie)when completing this section. |
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| **Estimated staff numbers:**   * *Expected student numbers* * *Maximum student numbers (i.e. point at which*   *double teaching required)*   * *Minimum number of students at which the programme will run* |  |
| **Total fees expected:**  *(fees multiplied by number of expected student numbers)* |  |
| **Who pays the fees?:**   * *Participant fees* * *HEA funded programme – please give details* * *Organisation/Company – please give details* * *Other* |  |
| **Additional staffing required?**  *If Yes, this section should detail if a requirement for either academic or support staff. Core and occasional staff should be clearly separated.* | Yes/No? |
| **Other resources required to deliver this micro-credential:**  *(Non-pay such as travel costs; equipment; room rental costs; consumables; third party teaching/expenses etc)* |  |
| **Other:**  *Please indicate any special fee arrangements that might impact on Registry, the Fees and Grants Office or other MU offices* |  |

## Conferring

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| **Conferring** | Micro-credentials are not included in the University’s conferring ceremonies. Departments may wish to arrange local events. |

## Certification

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| **Certificate** | Students who complete a micro-credential do not receive an NUI certificate or parchment. Departments may wish to distribute Certificates of Completion at local events (templates are available from the Micro-credentials Project Lead at [microcredentials@mu.ie](mailto:microcredentials@mu.ie)) |

## Student Vetting

|  |  |
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| **Student Vetting**  Required/not required?: |  |

## Timetabling

|  |  |
| --- | --- |
| **Central timetabling**  Required/not required?: |  |

1. ISCED field of learning is defined as *The International Standard Classification of Education (ISCED) is a statistical framework for organising information on education maintained by the United Nations Educational, Scientific and Cultural Organisation (UNESCO)* (see page 6 <https://www.qqi.ie/sites/default/files/media/file-uploads/NFQ%20Referencing%20Report%2012-2020.pdf>). [↑](#footnote-ref-1)