# Modification To Academic Programme

# Template For Proposal 2023–24

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| This form should be used to seek approval for minor changes to any programme[[1]](#footnote-1). These changes may include, but are not limited to, the following:* Changes to the title of a programme
* Changes to the NFQ level or credit weight
* Changes to the duration of the programme
* Changes to entry criteria or progression paths
* Changes to the information published in the prospectus

Any modifications which result in more significant changes than those listed above may require external review. In this case, a new programme proposal should be submitted to the Academic Programmes Committee. Advice on what constitutes a significant change can be sought from the Curriculum Office (*curriculum@mu.ie*). |

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| **Title of Programme to be modified:***Please include CAO/PAC code* |  |
| **Internal Registry qualification code**(*available on CourseFinder or contact* *curriculum@mu.ie*)  |  |
| **Department(s) with responsibility:** |  |
| **Date of proposal:** |  |
| **Proposed academic year of implementation:** |  |
| **Name of Course Leader/Course Director:** |  |
| **Signature of Course Leader/Course Director:**  |  |
| **Name of Head of Department:** |  |
| **Email of Head of Department:** |  |
| **Signature of Head of Department:** |  |

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| **What is the proposed modification?** |
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| **Explain the rationale for the proposed modification, and the context.** |
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| **Is an exception to Marks and Standards being requested?** *If yes, please give details, including the proposed amendment to the text of Marks and Standards. The exception should relate only to the specific programme listed on page 1 of this proposal.* |
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| **Will this modification impact on students already registered to the programme? Will particular transition arrangements be required for current or repeating students?**  |
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| **Explain if the programme involves professional accreditation.** |
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| **Additional information, if required.** |
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## To submit a proposal:

Please submit all programme modification proposals by email to **academic.programmes@mu.ie** and when submitting **postgraduate** programme proposals, please copy **ita.mcguigan@mu.ie**.

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

**Deadlines for the submission of programme modification proposals**

**during the academic year 2023-24**

**Undergraduate programmes requiring entry in the CAO Handbook, for admission in September 2025:**

**30 October 2023**

Please note, 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 in the CAO Handbook.

**Postgraduate programmes and programmes not requiring CAO entry, for admission in September 2024:**

**4 December 2023**

Please note, 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.

## *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)*)*

1. This includes Certificates, Diplomas, undergraduate and postgraduate Degree programmes, Micro-credentials and Electives. This is not an exhaustive list. For advice please contact *curriculum@mu.ie*. [↑](#footnote-ref-1)