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| Maynooth-University-Logo_CMYK_AW | **New Academic Programme**  **Proposal Template 2023-24** |

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| **Title of programme:**  *(web display name: max. of 90 characters (including spaces, possible)* |  |
| **Department(s) responsible:** |  |
| **Approved qualification:**  *(This is what will appear on the NUI Parchment:*  *Examples: Bachelor of Arts; Master of Arts, Postgraduate Diploma, Certificate)* |  |
| **Proposed award title:**  *Title of degree*  *(This is what will appear on a student’s MU academic transcript. Examples: BA Media Studies; Bachelor of Science; Bachelor of Laws; Postgraduate Diploma in Geography)* |  |
| **Level of programme:**  *Specify whether undergraduate or postgraduate* |  |
| **NFQ level:** |  |
| **ISCED code[[1]](#footnote-2):**  *For guidance on ISCED code allocation, please contact the Curriculum Office at E:* [*curriculum@mu.ie*](mailto:curriculum@mu.ie) | If the programme has more than one discipline, an ISCED code for each discipline/subject is required.  ISCED Discipline/subject 1:  ISCED Discipline/subject 2: |
| **Award type:[[2]](#footnote-3)**  *Specify if major, minor or supplemental award.* |  |
| ***Exit award:***  *Please indicate if an exit award is proposed* ***in addition*** *to the main award (e.g., PG Dip/ MA)* |  |
| **Duration of programme:**  *Specify whether* ***full-time*** *or* ***part-time, both*** *and/or* ***modular****, i.e., credit accumulation over the duration of the full programme.* |  |

**Timing**

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| **Duration of Study:**  *For example, 1 academic year, 2 academic years* |  |
| **Exam Board for each year of the programme:**  (e.g., June, September or November)     1. Most undergraduate programmes go to the same board for the first sitting for each year of the programme. This is normally June but there can be exceptions to this, e.g., for a Placement or internship in Year 3. 2. Most 2-year postgraduate programmes go to the September board in Year 1 and to the November board in Year 2. 3. Modular postgraduate programmes must go to the same board for each year of the programme | Year 1:  Year 2:  (Please complete for each year of programme as required.) |
| **When will this programme be conferred:** (September, November or March)?  The **final** year of a programme determines when Conferring takes place for that programme:   * **June board – September conferring** * **September board – October/November conferring**   (this includes students taking resits in August)   * **November board – March conferring**   If there are any queries on this aspect, please contact [curriculum@mu.ie](mailto:curriculum@mu.ie) |  |

**Assessment**

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| **Marks & Standards:**  Will this programme require any exceptions to the University’s Marks & Standards? |  |

**Timetable**

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| **Central timetabling by Timetable Office?**  *(Timetabling schedule classes and/or also allocate room space)* |  |
| **Dependencies:**  Will this programme have timetable dependencies, i.e., will it need to fit with the existing timetable structure for other programmes or can it be timetabled independently? |  |

**Admission and fees**

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| **Entry requirements:** |  |
| **Entry process (CAO/PAC/other):** |  |
| **Proposed commencement date and academic year:**  *Please note that programmes requiring the support of the International Office (e.g., marketing, recruitment, student support, etc.) need significant lead-in time. It is recommended that such programmes be approved by the December in the year preceding the first September intake.* |  |
| **Proposed fee (Full-time/Part-time/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. Additional information is available from* [*jane.corcoran@mu*](mailto:jane.corcoran@mu)*.ie* |  |
| **Anticipated enrolment:**  *Please state minimum number if applicable* |  |
| **Student vetting:**  *Please state if students on this programme will require to be Garda vetted* |  |

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| **Date of proposal:** |  |
| **Course Leader/Course Director:** |  |
| **Signature of Course Leader/Course Director:** |  |
| **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 and context for the proposal. Specify if the programme will replace an existing programme. |
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| What is the anticipated demand for such a programme and the typical profile of expected entrants? |
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| Provide information on similar courses in other institutions. |
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| Explain if the programme involves professional accreditation. |
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| How does the proposed programme fit with existing programmes run in the Department and Faculty? |
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**Description of the Proposed Programme**

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| This section should explain the course to a non-specialist. |
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| 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 and specific entry requirements |
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**Course structure**

This section should show the modular structure of the course, year by year, 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** |
| **Year 1** |  |  |  |  |  |
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| **Year 1** | **Total Year 1 credits** | | | |  |
| **Module code** | **Module title** | **Semester 1, 2, or full year** | **New or existing module** | **Compulsory or optional module** | **Credit weight** |
| **Year 2** |  |  |  |  |  |
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| **Year 2** | **Total Year 2 credits** | | | |  |

(Please add additional lines to complete this table for each year of the programme)

**Notes:**

1. When allocating a semester to a module, consider what month results will be ready for upload.
2. Indicative marks are only centrally distributed for modules linked to month 1 or month 5.
3. Options for outgoing Study Abroad opportunities should be reflected in the course structure.
4. A full book of modules (including learning outcomes and assessment detail) will be required at Stage 2 of the programme review process.

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| **Credit structure:** Specify the normal and minimum credits in each year. In a fully flexible programme, there may be no fixed requirement.  If this is a part-time programme, please also specify the minimum number of credits that must be completed in Year 1.  *(Note: students who do not pass the minimum number of credits in Year 1 will not be able to progress to Year 2)* |  |

**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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**Internationalisation**

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| **Does this programme anticipate a significant intake of international students?** |  |
| **Does this programme include study abroad or other options for outgoing student mobility?** |  |

If this programme relies significantly on the recruitment of international students, please answer the questions in [Appendix 1](#_APPENDIX_1)

**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. Please consult with [*jane.corcoran@mu.ie*](mailto:jane.corcoran@mu.ie) when completing this section. |
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| Please provide details of the agreement with the **Library** to provide additional resources. |
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**Proposed external reviewers**

1. This section will include the names and contact details of four potential external reviewers.
2. Normally two of the proposed reviewers should be from outside the country and gender balance should be considered.
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:**  Name:  Address (including affiliation):  Email Address:  Phone No.  Detail any contact with proposed reviewer: |  |

**Notes**

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.

It is advisable to contact the Bursar’s Office and Registry for guidance in completing the technical sections of this proposal. Contact [jane.corcoran@mu.ie](mailto:jane.corcoran@mu.ie) for queries relating to fees and finance, and contact [curriculum@mu.ie](mailto:curriculum@mu.ie) for queries relating to programme structure and Registry details. Please contact [claire.doran@mu.ie](mailto:claire.doran@mu.ie) at the International Office if there is an intention either to recruit international students or to offer outgoing study abroad opportunities.

**If available, the full proposal, including the module descriptors, may be submitted at Stage 1.** This will ensure that the proposal is considered in the most efficient and timely manner.

**Should the module descriptors not be submitted at Stage 1 and, if following initial consideration, the Academic Programmes Committee agrees that the programme would be beneficial to the University, a full programme proposal, with a swift turnaround, will be requested from the proposer.**

To submit a proposal:

Please submit the completed programme proposal by email to [**academic.programmes@mu.ie**](mailto:academic.programmes@mu.ie) and when submitting a postgraduate programme proposal, please copy [**ita.mcguigan@mu.ie**](mailto:ita.mcguigan@mu.ie)**.**

**Should a programme be approved subject to certain conditions, programme approval will be valid for two years. If the specific conditions cannot be met within this 2-year period, then the programme approval will lapse.**

**Deadlines for the submission of New Programme 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.

This is also the deadline for undergraduate programmes requiring marketing and recruitment assistance from the International Office.

**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.

This is also the deadline for postgraduate programmes requiring marketing and recruitment assistance from the International Office.

# APPENDIX 1

*Where there is a specific intention to recruit international students for to a programme, Departments should contact the International Office (*[*claire.doran@mu.ie*](mailto:claire.doran@mu.ie)*) to discuss requirements for marketing / recruitment / student support etc., in advance of submitting a proposal.*

*If the proposed programme includes a semester / year abroad / any other form of mobility, this should also be discussed with the International Office before the proposal is submitted. If a new partner institution is required to facilitate this, additional lead-in time will be necessary.*

**Internationalisation**

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| Will this programme be open to incoming Study Abroad and/or Erasmus students?  If **YES**, please indicate whether there will be a cap on the number of places available. |
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| Will this programme rely significantly on the recruitment of full-degree non-EU students?  If **YES**, please give details of market research to support this (*contact the International Office for details*). |
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| Will opportunities to study abroad be offered to students on this programme?  If **YES**, please give details of partner institutions and places available at each. |
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| If you have answered **YES** to any of the questions above, please provide details of your consultation with the International Office regarding marketing, recruitment, student support, etc. |
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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-2)
2. These are defined by QQI as part of the National Framework of Qualifications: <http://www.nfq-qqi.com/index.html> Major awards are expected to be of the appropriate scale for an award at that level (e.g. 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. Programmes will not be approved until the Award Type is confirmed. [↑](#footnote-ref-3)