**APPROVAL FORM FOR REVISED ACADEMIC OFFERINGS:**

**FACULTIES AND EDUCATION COMMITTEE (EC)**

This form must be used on each occasion when it is proposed to make a revised academic offering (as listed below) available in the University.

**Section 1: general**

Submission by (Faculty name) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date approved by Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of submission to Education Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All supporting documentation as listed in **Section 4** has been included: Yes  No

|  |  |
| --- | --- |
| **Proposal** | **Please tick, as appropriate** |
| 1. Re-titling of programme (Please complete section 2) |  |
| 1. Change of delivery mode of programme (Please complete section 2) |  |
| 1. Significant restructuring of a programme, which may (though not necessarily) include the addition of a new pathway or the consolidation of existing pathways[[1]](#footnote-1) [[2]](#footnote-2) (Please complete section 3) |  |
| 1. New non-major awards developed in response to calls from funding agencies, e.g. Springboard[[3]](#footnote-3) (Please complete section 3) |  |
| 1. Change, for a programme, from one NFQ level to another (Please complete section 3) |  |

**Section 2: re-titling of programme and change of delivery mode**

**For re-titling of programme and change of delivery mode of programme, please fill in no 2 or 3 below as relevant. For all other types of proposals please see following pages.**

|  |  |
| --- | --- |
| **1. Re-titling of programme** | **Existing title:**  **Proposed new title:**  **Rationale for the proposed change:**  **Proposed date of implementation of the new title:** |
| **2. Change of delivery mode of programme** | **Existing delivery mode(s):**  **Proposed new delivery mode(s):**  **Rationale for the proposed change:**  **Proposed date of implementation of the new delivery mode(s):** |

**Section 3: other proposals (3, 4 and 5)**

|  |
| --- |
| **Please fill in the relevant sections following for :**  **3. Significant restructuring of a programme**  **4. New non-major awards developed in response to calls from funding agencies, e.g.Springboard**  **5. Change for a programme from one NFQ level to another** |
| **Date of original accreditation of the programme or last periodic programme review (whichever is more recent) or last restructuring of the programme** |
|  |
| **What is being proposed?** |
|  |
| **What is the reason for the proposal?** |
|  |
| **Strategic fit** |
|  |
| **Likely demand, and proposed intake** |
|  |
| **Entry requirements, and progression and exit routes** |
|  |
| **Programme learning outcomes(please do not list these here, but rather provide a link to the relevant item on Coursebuilder).** |
|  |
| **Relevance to career pathways** |
|  |
| **Likely impact on existing students or graduates** |
|  |
| **Resources required** |
|  |
| **Implementation plans** |
|  |
| **Details of any other organisation with which delivery/demand is associated. Give details of due diligence that has been carried out and memorandum of understanding that has been/is being prepared.** |
|  |

**Signed:**

I/we the undersigned approve the proposal(s) outlined above as well as the content of the appendices. I/we am/are satisfied that the proposal(s) has/have been approved through all appropriate and necessary Faculty mechanisms and that adequate resources exist to implement the proposal(s).[[4]](#footnote-4)

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature[[5]](#footnote-5)** | **Date** |
| Executive Dean of Faculty |  |  |  |

**Section 4: documentation supporting the proposal required**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposal** | **Module descriptor(s)** | **Academic structures (original)** | **Academic structures (proposed new)** | **Alignment matrix (original)** | **Alignment matrix (proposed new)** | **External opinion, and responses[[6]](#footnote-6)** | **CV(s) of persons external to the University involved in delivery[[7]](#footnote-7)** |
| 1. Re-titling of programme |  |  |  |  |  |  |  |
| 1. Change of delivery mode of programme |  | Yes | Yes |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Significant restructuring of a programme, which may (though not necessarily) include the addition of a new pathway or the consolidation of existing pathways | Yes | Yes | Yes | Yes | Yes | Yes | If applicable |
| 1. New non-major awards developed in response to calls from funding agencies, e.g. Springboard | Yes | Yes | Yes | Yes | Yes | Yes | If applicable |
| 1. Change, for a programme, from one NFQ level to another | Yes | Yes | Yes | Yes | Yes | Yes | If applicable |

**Faculty and Education Committee Process**

This form must be used both by the relevant committees in Faculties and by the Education Committee. Exactly the same documentation must go to the committees and to the EC. Where more than one Faculty is involved in a proposal, approval must be forthcoming from both or all Faculties.

The form must be submitted for the consideration of the EC following a decision by the relevant Faculty[[8]](#footnote-8) committee(s) that this is appropriate. No documentation will be considered by the EC if it has not previously been approved by the relevant Faculty or Faculties.

The EC schedule of notification dates, submission dates and meeting dates must be adverted to at all times. This schedule is made available to Faculties and other stakeholders by the OVPAA not later than August each year.

The EC may refer items to its Standing Committee (the ECSC), which meets at 3.30 p.m. on the Tuesday following the Wednesday of each EC meeting. [[9]](#footnote-9) Programme proposers may be invited to attend this meeting (whether this is required or not will normally be made known following the preceding EC meeting). The ECSC membership is available as part of the terms of reference of the EC at <http://www.dcu.ie/ovpaa/ac.shtml#ACandCommittees>.

University approval of revised programme offerings that have previously been approved by the relevant Faculty committee is ensured through Academic Council approval of the minutes of ECSC meetings, which form an appendix to the minutes of EC meetings.[[10]](#footnote-10) University approval of all new programmes that have been successful at validation is ensured through Academic Council approval of validation reports.

Where an external expert is required, he/she should be a relevant serving external examiner. In the event that this is not possible, the proposed external expert must be approved by the Vice-President Academic Affairs (Registrar) in advance of being contacted (using the template CV at Appendix 1 , and an explanatory memorandum).

Changes to entry requirements for programmes do not fall under the remit of the EC. They are approved by the Faculty and submitted to the University Standards Committee for noting.

**Approval pathways**

|  |  |  |
| --- | --- | --- |
| **Proposal** | **Action to be taken –**  **Faculty** | **Action to be taken - EC** |
| 1. Re-titling of programme | To approve, if appropriate.  To notify to the EC. | To note or, in the event of an issue/query, to refer back to the Faculty. |
| 1. Change of delivery mode of programme | To approve, if appropriate.  To notify to the EC. | To note or, in the event of an issue/query, to refer back to the Faculty. |
|  |  |  |
| 1. Significant restructuring of a programme, which may (though not necessarily) include the addition of a new pathway or the consolidation of existing pathways[[11]](#footnote-11) [[12]](#footnote-12) | To approve, if appropriate.  To submit to the EC. | To refer to the ECSC for consideration and recommendation. |
| 1. New non-major awards developed in response to calls from funding agencies, e.g. Springboard[[13]](#footnote-13) | To approve, if appropriate.  To submit to the EC. | To refer to the ECSC for consideration and recommendation. |
| 1. Change, for a programme, from one NFQ level to another | To approve, if appropriate.  To submit to the EC. | To refer to the ECSC for consideration and recommendation. |
|  |  |  |
| 1. Proposed new programme | To approve, if appropriate, using the documentation and templates for validation of new programmes, available at  <http://www.dcu.ie/ovpaa/ac.shtml>  #ValAcc. The present form should not be used for proposed new programmes. | To refer to the ECSC for consideration and recommendation. |

**Appendix 1[[14]](#footnote-14)**

**CV of external expert**

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Current position in home institution** |  |

|  |  |
| --- | --- |
| **Contact details** | |
| **Home institution** |  |
| **Contact address** |  |
| **Telephone number(s)** |  |
| **E-mail address** |  |
| **Web page** |  |

|  |  |
| --- | --- |
| **Academic and professional qualifications** |  |
| **Principal research interests** |  |

|  |  |
| --- | --- |
| **Five publications of particular relevance to the proposal** *(full citation required)* | |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

|  |
| --- |
| **Details of the nature and extent of previous external examining experience** *(if any)* |

**Appendix 2**

**External expert opinion, responses from the proposer(s) and confirmation**

**from external expert**

Please outline below the opinion of the external expert

(copy full details from correspondence)

|  |
| --- |
|  |

Please outline below the response to any issues raised by the external expert (including details of how his/her recommendations have been implemented or will be implemented)

|  |
| --- |
|  |

Please outline below the confirmation from the external expert that he/she is satisfied with the response (copy details from correspondence).

|  |
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|  |

**Appendix 3**

**CV of external staff member[[15]](#footnote-15)**

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Current position in home institution** |  |

|  |  |
| --- | --- |
| **Contact details** | |
| **Home institution** |  |
| **Contact address** |  |
| **Telephone number(s)** |  |
| **E-mail address** |  |
| **Web page** |  |

|  |  |
| --- | --- |
| **Academic and professional qualifications** |  |
| **Principal research interests** |  |

|  |  |
| --- | --- |
| **Five publications of particular relevance to the proposal** *(full citation required)* | |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

|  |
| --- |
| **Other information (if relevant)** |
|  |

1. It should be borne in mind that, in certain disciplines, a significant change to a pathway might involve the swapping of modules between one pathway and another. [↑](#footnote-ref-1)
2. It should be borne in mind that significant changes to programmes are not limited to issues relating to pathways. [↑](#footnote-ref-2)
3. Such proposed awards must consist entirely of modules which have already been approved. [↑](#footnote-ref-3)
4. Where more than one Faculty is involved, please copy and paste the table. [↑](#footnote-ref-4)
5. Please provide a digital signature here. [↑](#footnote-ref-5)
6. Please use the template provided (Appendix 2). [↑](#footnote-ref-6)
7. Please use the template provided (Appendix 3). Required where a module/programme is being offered in partnership with an external organisation and members of this organisation are involved in the design/delivery. If the staff member is a practitioner and not an academic then some sections of this template may not be needed; in this case it should be ensured that the section ‘Other information (if relevant)’ is completed. [↑](#footnote-ref-7)
8. On all occasions where there is a reference to ‘Faculty’, it should be understood that more than one Faculty may be involved. [↑](#footnote-ref-8)
9. Refer to the University Schedule of Meetings 2017-2018 at <http://www4.dcu.ie/ovpaa/ac.shtml>. A decision on whether or not an ECSC meeting takes place is determined at the preceding Education Committee meeting. [↑](#footnote-ref-9)
10. There is also a system of fast-tracking approval of EC programme-related decisions through to Academic Council approval, where this is required for reasons such as the need to market a new offering. [↑](#footnote-ref-10)
11. It should be borne in mind that, in certain disciplines, a significant change to a pathway might involve the swapping of modules between one pathway and another. [↑](#footnote-ref-11)
12. It should be borne in mind that significant changes to programmes are not limited to issues relating to pathways. [↑](#footnote-ref-12)
13. Such proposed awards must consist entirely of modules which have already been approved. [↑](#footnote-ref-13)
14. To be used only in rare cases where the external expert is not a serving external examiner. In such cases this template, completed, must be submitted for the consideration of the Vice-President Academic Affairs (Registrar), together with an explanatory memorandum. Only following approval by the VPAA, if it is forthcoming, should the proposed external expert be contacted. [↑](#footnote-ref-14)
15. If the staff member is a practitioner and not an academic then some sections of this template may not be needed; in this case it should be ensured that the section ‘Other information (if relevant)’ is completed. [↑](#footnote-ref-15)