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| Maynooth-University-Logo_CMYK_AW | **New Academic Programme**  **Template for Proposal 2019-20** |

## Programme

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| **Title of programme** (web display name): |  |
| **Department(s) responsible:** |  |
| **Proposed award:** *Title of degree.*  ***Note****: this is what will appear on a student’s academic transcript* |  |
| **Level of programme:** *Specify whether undergraduate or postgraduate, and NFQ level.* |  |
| **Award type:[[1]](#footnote-1)** *Specify whether major, minor or supplemental award.* |  |
| **Proposed award:**  Please note if an exit award is proposed in addition to the main award (e.g. PG Dip/ MA) |  |
| **Credit weight:**  *If multiple exit awards are possible (e.g., PG Dip/MA), please specify the credits for each.* |  |
| **Duration of programme**.  *Specify whether full-time or part-time (or both) or modular, i.e. credit accumulation over the duration of the full programme.* |  |
| **Credit structure:** Specify the normal and minimum credits in each year. In a fully flexible programme there may be no fixed requirement. |  |
| CAO or PAC code |  |
| Qualification code |  |
| Subject codes |  |

Note: Shaded cells are for Registry use and need not be completed at time of proposal

## Timing

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| --- | --- |
| **Period of study** (e.g., Sept to June, Sept. to August, Sept to Oct (12 months). |  |
| Qualification block code (ITS)  (for each year of prog. if p/g) |  |
| **Assessment month** (e.g. January, May, August) |  |
| **Exam board (month), for each year of the programme (e.g. June, September, November).**  **Note**: this defines when results must be uploaded by the department. Any queries or clarification about what this means and the implications for a programme, please contact [curriculum@mu.ie](mailto:curriculum@mu.ie) | Year 1:  Year 2: |
| **Conferring** (September, November, or March)  **Note**: this is linked to the Exam board a programme goes to. Any queries or clarification about what this means and the implications for a programme, please contact [curriculum@mu.ie](mailto:curriculum@mu.ie) |  |
| **Supplement/Resit opportunities in same academic year** (e.g. August supplemental/resit exams; other assessment) |  |

## Admission and fees

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| --- | --- |
| **Entry requirements:** |  |
| **Entry process:** CAO/PAC/other. |  |
| **Proposed commencement date and academic year:** |  |
| **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.* |  |
| **Anticipated enrolment:**  Please state minimum no. if any. |  |

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| --- | --- |
| **Date of proposal:** |  |
| **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 for the proposal, and the context. Specify if the programme will replace an existing programme. |
| 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. |

## 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.

Note: when allocating a semester to a module, consider what month results must be uploaded

## Programme learning outcomes

This section should provide the programme learning outcomes.

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| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

## Impact on other departments in Maynooth University

# Delivery and capacity to deliver the programme

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

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.**

## To submit a proposal:

Please submit all proposals (Phase 1 and 2) by email to [academic.programmes@mu.ie](mailto:academic.programmes@mu.ie) and copy the Faculty Dean(s) [Deans.Office@mu.ie](mailto:Deans.Office@mu.ie) and where relevant the Dean of Graduate Studies [graduatestudies@mu.ie](mailto:graduatestudies@mu.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 2019-20

Postgraduate programmes and programmes not requiring CAO entries:

Submission by **14 October 2019** for admission in September 2020.

Undergraduate programmes requiring CAO entry:

Submission by **11 November 2019** for the CAO prospectus in 2020 and entry in 2021.

1. 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 (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. [↑](#footnote-ref-1)