**APPROVAL FORM FOR PROPOSALS for submission TO FACULTY AND EDUCATION COMMITTEE FOR A NEW programme involving A proposed partner institution, or proposed partner institutions where:**

**The partner institution teaches, assesses and awards credits for specific modules which are specific designed elements of an Award made by dcu[[1]](#footnote-1)**

|  |
| --- |
| APPROVAL PROCESS: All new undergraduate or taught postgraduate awards are subject to approval – validation and accreditation. This form is for use as part of the validation process. As approved by Academic Council of DCU, this collaborative provision proposal requires Executive Dean endorsement following Faculty Teaching and Learning Committee review, consideration by Education Committee for validation, and successful completion of the accreditation process. The approved Memorandum of Agreement is signed on behalf of DCU by the VP Academic Affairs and Registrar. |

**SECTION 1: GENERAL INFORMATION**

*(Summary description of the background and development of the programme)*

|  |  |
| --- | --- |
| **Brief description and background to the proposal** *(500 words maximum)* | |
|  | |
| **Proposing Faculty/Faculties** |  |
| **Name(s) of principal programme proposer(s)** |  |
| **Proposed title of award**  *e.g. BA in …, MSc in …*  *The title should comply with the list of titles/ designations set out in Marks and Standards version 2017.1, Award Titles, paragraph 1.2.* |  |
| **Proposed designatory letters**  *e.g. BA, BEd, MEng* |  |
| **NFQ level** |  |
| **Total number of Credits Attaching to the Award** |  |
| **Part time / full time / continuous** |  |
| **Duration** |  |
| **Mode of delivery**  *e.g. traditional, distance, blended* |  |
| **Proposed Commencement date** |  |
| **Approval history** | |
| **Approved by Faculty 1**  *Name of Faculty*  *Replicate this and the row below, as necessary, if more than one Faculty is involved* |  |
| **Date**  *Date of final Faculty approval*  *Replicate this and the row above, as necessary, if more than one Faculty is involved* |  |
| **Submitted for EC approval**  *Date of EC meeting* |  |

**SECTION 2: STRATEGIC FIT**

|  |
| --- |
| **Situate the award in the Irish HE and International context** |
|  |
| **What is the relationship with the School, Faculty and University strategic plans?** |
|  |
| **What is the relationship with existing cognate awards made by the University?** |
|  |

**Section 3: Details of proposed partner(s), and partnership context**

|  |  |  |  |
| --- | --- | --- | --- |
| **PARTNER AND PARTNERSHIP CONTEXT** | | | |
| **Name of proposed partner institution** | | *Replicate this and the three rows below, as necessary, if more than one partner is involved.* | |
| **Contact details of proposed partner institution (including website)** | |  | |
| **Name, title and departmental affiliation of principal contact person in proposed partner institution** | |  | |
| **Contact details of principal contact person in proposed partner institution** | |  | |
| **List of documentation relating to proposed partnership**  *e.g. Memorandum of Understanding(MOU)/Agreement (MOA). List all relevant documents, and attach them in an appendix.* | |  | |
| **Who will sign the documentation on behalf of each partner, and on the basis of what authority?** | |  | |
| **What is the proposed period of agreement?**  *Outline the conditions under which the agreement underpinning the programme will be reviewed and then renewed, suspended or terminated.* | |  | |
| **Location of academic leadership for the programme overall** | |  | |
| **Level of award on the national framework for each of the partners on the EFQ (or other equivalence, as appropriate)** | |  | |
| **Are other parties involved in any way?**  *For example, parties who provide placements or enter into separate agreements with one of the awarding bodies for provision of services or preferred arrangements in respect of the programme.* | |  | |
| **What are the arrangements in respect of agents, if relevant?** | |  | |
| **Partner scrutiny Required** | | | |
| To manage reputational and other risk issues, it is required that the standing of DCU partners in this type of collaboration is subject to scrutiny and approval to Level 3. In respect of each partner, indicate whether this has been approved, or applied for. *Please refer to the Partnership Approval process at www……* | | | |
| **Partner:** | Level 3 approval applied for  **Yes ❑ No ❑** | | Level 3 approval is in place  **Date:** |
| **Partner:** | Level 3 approval applied for  **Yes ❑ No ❑** | | Level 3 approval is in place  **Date:** |
| **Partner:** | Level 3 approval applied for  **Yes ❑ No ❑** | | Level 3 approval is in place  **Date:** |
|  | | | |
| **please provide details of the DCU site visit(s) to the partner institution(s)** | | | |
|  | | | |
| **Is there an agreed set of words to describe the relationship of each of the partners with DCU? If so, indicate it below.** | | | |
|  | | | |
| **Give details of reputational and other risk issues (500 words maximum)** | | | |

**Section 4: Justification OF PARTNER DELIVERY, assessment and Award of Credits**

|  |  |
| --- | --- |
| **Justification of Partner delivery and assessment of credits contributing to a dcu award** | |
| **Justify the delivery, assessment and award of credits by another institution**  Note the agreed definition: *an arrangement whereby the partner institution teaches, assesses and awards credits for specific modules which are specific designed elements of an award made by DCU.* |  |
| **Indicate that the following is correct please tick** | |
| The students are pursuing a single DCU award, based on all of the credits they undertake. | **❑** |
| Please indicate the following: What (1) number of credits and (2) percentage of credits leading to the award is the partner institution delivering, assessing and awarding | **1.**  **2.** |

|  |  |
| --- | --- |
| **CONFIRM that each of the following is correct** | |
| Students are pursuing a DCU award based in part on credits delivered and assessed by the partner institution | *Confirmed ❑* |
| Confirm this Is NOT a joint or dual award context | *Confirmed ❑* |

**SECTION 5: LIKELY DEMAND AND PROPOSED INTAKE**

|  |
| --- |
| **What market research was conducted and/or on what other basis has demand for the programme been determined?**  *Where, for example, a proposed programme has been commissioned by an external agency provide relevant details of same here* |
|  |
| **What are the outcomes, both quantitative and qualitative, of the market research?** |
|  |
| **What are the projected student numbers?**  *These should be consistent with those in the financial template – see Section 13.1 below* |
|  |
| **Is the programme expected to run over a limited period of years or on an open-ended basis?** |

**SECTION 6: ENTRY REQUIREMENTS, AND PROGRESSION AND EXIT ROUTES**

|  |
| --- |
| **Entry requirements: undergraduate programmes** |
| **Please confirm that minimum University entry requirements will apply**  *Give brief details in terms of Leaving Certificate and equivalent requirements that will apply to applicants presenting other qualifications* |
| **Will programme-specific entry requirements apply? Yes ❑ No ❑**  *If YES, state this in terms of Leaving Certificate and equivalent requirements that will apply to applicants presenting other qualifications* |
| **Will FETAC entry requirements apply? Yes ❑ No ❑**  *If YES, give details* |
| **Will standard entry procedures apply for mature, access and international applicants and applicants with disabilities? Yes ❑ No ❑**  *If NO, give details* |
| **Will any Recognition of Prior Learning/transfer/exemption procedures apply? Yes ❑ No ❑**  *If YES, give details; procedures must be in accordance with standard DCU policies* |
| **Progression and exit routes: undergraduate programmes** |
| **Do arrangements exist for students to exit at Certificate and/or Diploma levels? Yes ❑ No ❑**  *If YES, give details, including the number(s) of credits that must be obtained to allow such exit(s)? These must be in accordance with DCU Marks and Standards* |
| **Entry requirements: taught postgraduate programmes** |
| **What are the minimum entry requirements?**  *e.g. Level 8 qualification with, e.g. H2.2* |
| **Are there disciplinary stipulations in terms of prior qualifications?**  *e.g. any discipline, a range of preferred disciplines, one of a number of specific disciplines* |
| **Is the programme a post-experience programme?**  **Yes ❑ No ❑**  *If YES, please answer both of the following questions:* |
| **What are the nature and duration of the required experience?** |
| **To what extent will interviews, portfolios, written submissions or other procedures form part of the selection process?** |
| **Will any Recognition of Prior Learning/transfer/exemption procedures apply? Yes ❑ No ❑**  *If YES, give details; procedures must be in accordance with standard DCU policies* |
| **Progression and exit routes: taught postgraduate programmes** |
| **Do arrangements exist for students to exit at Graduate Certificate and/or Graduate Diploma levels? Yes ❑ No ❑**  *If YES, give details, including the number(s) of credits that must be obtained to allow such exit(s)? These must be in accordance with DCU Marks and Standards* |

**Section 7: Legal basis and responsibilities**

|  |  |
| --- | --- |
| **Is there provision for a process for the resolution of disputes arising in respect of the proposed MoA?** | **Yes ❑ No ❑** |
| **Can DCU claim and protect IP rights around projects and module materials in the context of this partnership?** | **Yes ❑ No ❑** |
| **Is it the intent to enter into a data sharing agreement with the partners, which will be consistent with Irish data protection and freedom of information law?** | **Yes ❑ No ❑** |

**Section 8: Academic management, delivery and assessment**

|  |  |  |
| --- | --- | --- |
| **Academic management, delivery and assessment**  *If the answer to any of the questions below is ‘no’, please explain the reason/outline the background* | | |
| **How is the collaborative programme to be managed?** | |
| **Will progression and award decisions be made by the DCU Progression and Awards Board, in the context of normal meetings? Yes ❑ No ❑** | | |
| **Will there be an alignment of the marks and Standards and/or programme regulations which govern DCU credits and the partner-assessed credits? (e.g calculation of precision mark and classification of degree, pass mark cut-off etc)**  **Yes ❑No ❑**  **OR** | | |
| **Locus of responsibility for quality assurance** | | |
| In the context of DCU’s responsibility for QA under national legislation and policy, indicate whether it is proposed to devolve responsibility for QA of elements of the programme to partners. If so, explain why this is appropriate under national policy and the basis for confidence in QA processes operated in partner institutions. Please discuss with DCU’s director of Quality Promotion. This section usually will require reference to the QA system within which the partners operate, i.e. do they have robust QA and Quality enhancement policies, procedures and practices (e.g. as set out in Part 1 of Standards and Guidelines for Quality Assurance in the European Higher Education area),  can you confirm that we could (if requested) be provided within information in relation to their internal QA policies and processes, is the partner in good standing with relevant national agencies? Will programme QA information be documented in the agreement or elsewhere? | | |
|  | | |
| **Is progression decided on the same basis as for students outside this collaboration?**  **Yes ❑ No ❑** | | |
| **Will examination results be published on line following Progression and Awards Board meetings as these are listed in the annual academic calendar? Yes ❑ No ❑** | | |
| **Will the standard DCU appeals process apply? Yes ❑ No ❑** | | |
| **How will students access academic staff in the partner institution? (depending on whether delivery is remote or in DCU)** | | |
| **Will normal DCU quality assurance procedures in respect of teaching apply? Yes ❑ No ❑**  *Address here the appointment of external examiners, Annual Programme Review and Periodic Programme Review. The answer should include an indication as to whether all student sites are included in APR and PPR.* | | |
| **How will continuous assessment be managed?** | | |
| **Will students have access to Loop, past examination papers, library e-resources and relevant software?**  *If NO, please provide details* **Yes ❑ No ❑** | | |
| **Does the arrangement raise contractual or security issues with regard to access to IReL resources**?  **Yes ❑ No ❑**  *Please provide details of consultation with the Library, including the date of consultation and the name of the person consulted.* | | |
| **Does the arrangement raise issues with respect to any institutional software agreements for remotely-based students?** **Yes ❑ No ❑**  *Please provide details of consultation with ISS, including the date of consultation and the name of the person consulted.* | | |
| **Do you believe that the necessary academic freedom is in place for students to engage with the programme?** **Yes ❑ No ❑**  *Please provide details* | | |
| **Are special arrangements for remote examinations required?** **Yes ❑ No ❑**  *Please note that proposals to conduct remote examinations require approval by the University Standards Committee (USC). Provide details of consultation that has taken place with Registry regarding any proposed special arrangements, including the date of consultation and the name of the person consulted and/or details and date of USC approval.* | | |
| **Is there agreement on the following?** |  |
| * each institution will retain the right to use, modify and develop any content prepared for their own modules | **Yes ❑ No ❑** |
| * changes to module descriptors must be consistent with the overall content and learning outcomes of the programme and are subject to approval by the management board | **Yes ❑ No ❑** |
| * each institution is responsible for the retention of appropriate records and data, in keeping with its respective policies and procedures in this regard. | **Yes ❑ No ❑** |
| **Who is responsible for ethical approval(s) of research projects, if relevant** |  |
| **Will the DCU transcript include those credits delivered by the Partner?** |  |

**Section 9: Purpose of the programme**

**A student would register for this programme in order to:**

|  |
| --- |
| Pursue an interest in …  *Give details* |
| Acquire the [prerequisite] [advanced] knowledge and skills to seek employment in …  *Give details* |
| Acquire the knowledge and skills to pursue [further] postgraduate studies in …  *Give details* |
| Be eligible to obtain the professional designation of … / obtain exemptions from professional examinations in …  *Give details* |
| Other …  *Give details* |
| **Where necessary and appropriate, further details should be given here about the underlying educational philosophy of the programme *(500 words maximum)*** |
|  |

**SECTION 10: PROGRAMME LEARNING OUTCOMES**

**On successful completion of this programme, the learner will be able to demonstrate:**

|  |  |  |
| --- | --- | --- |
| **PO1** | **Knowledge – breadth** | *100 words maximum* |
| **PO2** | **Knowledge – kind** | *100 words maximum* |
| **PO3** | **Skill – range** | *100 words maximum* |
| **PO4** | **Skill – selectivity** | *100 words maximum* |
| **PO5** | **Competence – context** | *100 words maximum* |
| **PO6** | **Competence – role** | *100 words maximum* |
| **PO7** | **Competence – learning to learn** | *100 words maximum* |
| **PO8** | **Competence – insight** | *100 words maximum* |

It is assumed that the information in the above will be identical with that submitted to Akari (subject to such modifications as may be required on the basis of recommendations at validation and, in particular, accreditation).

**Section 11: Aptitudes and proficiencies**

Undergraduate programmes

It is assumed that the information in the above will be identical with that submitted to Akari (subject to such modifications as may be required on the basis of recommendations at validation and, in particular, accreditation).

Taught postgraduate programmes

For proposed taught postgraduate programmes, this section should be left in the document (i.e. it should not be omitted, nor should the subsequent sections be renumbered). The following should be stated: ‘The University’s initiative with respect to graduate attributes applies in particular to undergraduate programmes at present’.

**Section 12: Outline structure of programme**

The standard Programme Academic Structure, Registration Schedule and Assessment Schedule should be completed and inserted here.

**Section 13: Resources required**

**13.1 Finance**

**13.1.1 Income**

What income will be available to DCU to run the programme? Who is responsible for ensuring DCU income is transferred (if fees / other sources do not come directly to DCU) and will these arrangements be captured in a finance schedule linked to the MoA?

**13.1.2 Financial Risk**

Are there specific financial risks arising from the partnership context of running this programme (exchange rate, moving funds or other), or heightened risk of unplanned for costs arising?

**13.1.3 Financial resources**

A template for outlining the resources required to run a programme is available from the Finance Office. This template **must** be used for validation. Advice on completing it is available from Faculty Offices. Only the overview page is required by the Education Committee and/or its Standing Committee, though the more detailed pages which provide the background information to this overview page may be required for School and Faculty approval and may also be requested at the discretion of the EC/ECSC. These should not, however, be submitted to the EC/ECSC as a matter of course. Please insert the completed overview page here.

**13.2 Physical space requirements (space/timetabling)**

|  |
| --- |
| **Are additional resources required within the existing timetable? Yes ❑ No ❑**  *If YES, give details* |
| **Are specialist spaces required, e.g. science laboratory, computer laboratory, specialist classroom?**  **Yes ❑ No ❑**  *If YES, give details* |

**Section 14: Implementation plans**

|  |
| --- |
| **What liaison has been undertaken with the CAO (via the Registry), if relevant?**  *Give details, including timescales* |
| **What are the advertising and marketing plans?**  *Give details, including timescales* |
| **What are the details of agreement on publicity and marketing material including use of dcu logo and name?** |

**SECTION 15: STUDENT EXPERIENCE**

|  |
| --- |
| **Student experience**  *If the response to any of the yes/no questions below is ‘no’, please consult Student Support and Development (SS&D). Indicate when and with whom the matter was discussed and what the feedback is.* |
| **When the students are at the remote location, will the partner institution undertake responsibility to provide student support for them? Yes ❑ No ❑** |
| **Will any extra DCU supports be put in place at the remote location? If so, give details.**  **Yes ❑ No ❑** |
| **What assurances and oversight does DCU have regarding the quality of local supports and processes?**  **Yes ❑ No ❑** |
| **Name and contact details of the SS&D contact person in the remote location.** |
| **When the students are at the remote location, will grievances be dealt with locally or by DCU?**  *Please provide details* |
| **Will all grievances be brought to the attention of DCU?** **Yes ❑ No ❑** |
| **When the students are at the remote location, will they come under local disciplinary policy and also the DCU Academic Integrity and Plagiarism Policy?** **Yes ❑ No ❑** |
| **Who will be responsible for producing and approving bespoke information for students studying within this collaborative arrangement?** **Yes ❑ No ❑** |
| **When the students are at the remote location, does the DCU insurance policy apply to them or are they covered locally? If the latter, what is the nature of the cover?**  *Please provide details of consultation with the Finance Office on these matters.* |
| **Will standard DCU supports be sufficient for the students during the periods that they are in DCU?**  **Yes ❑ No ❑** |

**SECTION 16: MEMBERSHIP OF THE PROPOSED DEVELOPMENT TEAM**

*It should be ensured, in advance, that all concerned have indicated their consent to being included****.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programme Proposer (1)** | **Title** | **First name** | **Surname** | **School** |
| **Programme Proposer (2)[[2]](#footnote-2)** |  |  |  |  |
| **Member** |  |  |  |  |
| **Member** |  |  |  |  |
| **Member** |  |  |  |  |
| **Member** |  |  |  |  |

*Insert additional lines if/as needed*

**SECTION 17: MEMBERSHIP OF THE PROPOSED ACCREDITATION BOARD**

***Summary list of all nominees***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **First Name** | **Surname** | **Institutional affiliation** | **Position in institution** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#### Outline curriculum vitae for proposed members of the Accreditation Board

*To be completed by the principal programme proposer in respect of each nominee to the Accreditation Board*

|  |  |  |
| --- | --- | --- |
| **Title** | |  |
| **First name** | |  |
| **Surname** | |  |
| **Current position in home institution** | |  |
| **Contact details** | | |
| **Home institution** | |  |
| **Contact address**  *Please provide complete postal address for correspondence purposes.* | |  |
| **Telephone number(s)** | |  |
| **E-mail address** | |  |
| **Web page** | |  |
| **Academic and/or professional qualifications** | |  |
| **Principal research and/or professional interests** | |  |
| **Five publications of particular relevance to the proposed programme**  *(Full citation required) If nominee is a practitioner as distinct from an academic and does not have publications, please indicate as such.* | | |
| **1.** |  | |
| **2.** |  | |
| **3.** |  | |
| **4.** |  | |
| **5.** |  | |

**SECTION 18: ENDORSER SIGN-OFF**

I/we the undersigned approval the proposal(s) outlined above as well as the context 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).

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Executive Dean of Faculty |  |  |  |

*Insert additional lines if/as relevant*

1. Consistent with University approved *Protocols for decisions to enter into a collaborative provision arrangement* and related agreed terminology, “shared delivery (partner delivery, partner credits) leading to a DCU Award” is defined in the context of collaborative provision as *an arrangement whereby the partner institution teaches, assesses and awards credits for specific modules which are specific designed elements of an award made by DCU.* [↑](#footnote-ref-1)
2. If applicable, i.e., if the role of principal programme proposer and related leadership is shared. [↑](#footnote-ref-2)