**APPROVAL FORM FOR PROPOSALS FOR SUBMISSION TO FACULTY AND EDUCATION COMMITTEE**

**FOR an existing pROGRAMME FOR COLLABORATIVE ACADEMIC OFFERING iNVOLVING**

**OFF-SITE /DISTANCE DELIVERY[[1]](#footnote-1)**

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| APPROVAL PROCESS: If the number of credits to be delivered in the partner institution is 30 or more, this form must be submitted for the consideration of BOTH the relevant Faculty/Faculties AND the Education Committee.  If the number of credits to be delivered in the partner institution is less than 30, this form must be submitted for the consideration of the relevant Faculty/Faculties but does not need to be submitted to the Education Committee. |

**SECTION 1: GENERAL INFORMATION**

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| **Brief description and background to the proposal** *(500 words maximum)* | |
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| **Proposing Faculty / Faculties** |  |
| **Name(s) of principal programme proposer(s) in DCU** |  |
| **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 2016.1, Award Titles, paragraph 1.2.* |  |
| **Designatory letters**  *e.g. BA, BEd, MEng* |  |
| **NFQ level**  *Normally 8 or 9* |  |
| **Total Credits Attaching to the Award** |  |
| **Specify the NUMBER and PERCENTAGE of credits taught in the partner institution(s)** |  |
| **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 AND JUSTIFICATION (STRATEGIC AND FINANCIAL)**

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| **Strategic fit** *(500 words maximum)* |
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| **Likely demand, and proposed intake***(500 words maximum)* |
| *Include details of any market research or equivalent* |
| **Resources required***(500 words maximum)* |
| *Include details of consultation with Finance and Human Resources* |
| **Financial justification***(500 words maximum)* |
| *Include details of consultation with Finance* |
| **Financial risk***(500 words maximum)* |
| *Include details of consultation with Finance* |
| **What is the risk that unplanned-for costs might arise with this initiative?** *(500 words maximum)* |
| **Implementation plans***(500 words maximum)* |
| *Include details of consultation with relevant units including Registry, International Office, Student Support & Development, ISS etc., as appropriate* |
| **Likely impact on existing students or graduates** *(500 words maximum)* |
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**SECTION 3: DETAILS OF PROPOSED PARTNER INSITITUION**

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| **Proposed Partner Institution** | |
| **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** |  |
| **Contact details of principal contact person in proposed partner institution** |  |
| **List of documentation relating to proposed partnership**  *e.g. Memorandum of Understanding. List all relevant documents, and attach them in an appendix* |  |
| **Give details of the approval process and partner scrutiny required** *(500 words maximum)*  *Please refer to Partnership Approval Process that was approved by Executive on XX XXX 2017. CREATE HYPERLINK* | |
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| **Give details of reputational and other risk issues** *(500 words maximum)* | |
| *This requires the input of the Vice-President for External and Strategic Affairs with respect to the level of required due diligence/scrutiny of partner (e.g. reputational risk, quality assurance, financial risk in dealing with this partner).* | |
| **Give details of the background to the partnership model and/or the relationship with this partner** *(500 words maximum)* | |
| *e.g. This model has previously been used with …*  *OR*  *DCU has no previous collaboration with this institution*  *AND/OR*  *Staff of the School have not visited the location*  *AND*  *The Vice-President for External and Strategic Affairs is supporting the development of this partnership* | |

**SECTION 4: JUSTIFICATION OF OFF-SITE / DISTANCE DELIVERY**

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| **Justification of off-site/distance delivery** | |
| **Justify the categorisation of the activity as off-site/ distance delivery**  *Note the agreed definition of this: ‘An arrangement whereby teaching or supervision for a DCU award or credits is provided by DCU staff, in the context of being facilitated by a partner institution’.* |  |
| **CONFIRM that each of the following is correct** | |
| The award is already accredited by DCU  **An accreditation process NOT required** | *Confirmed ❑* |
| The students are pursuing a DCU award based only on credits designed and delivered by DCU  **NOT a joint or dual award context** | *Confirmed ❑* |
| The partner institution is not basing any of its award (s) on DCU credits.  **NOT a joint or dual award context.** | *Confirmed ❑* |
| DCU credits are being delivered by DCU staff.  **NOT a context of shared delivery** | *Confirmed ❑* |
| ≥30 DCU credits are being delivered remotely, facilitated by the partner relationship.  **Mode is off-site/distance delivery facilitated by a partner** | *Confirmed ❑* |
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**SECTION 5: ACADEMIC, QUALITY ASSURANCE AND MANAGEMENT ISSUES**

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| **Admissions** |
| **Will normal DCU admission criteria and programme-specific entry requirements apply**?  *If NO, please provide details* **Yes ❑ No ❑** |
| **Will normal admission processes and systems be used (CAO for undergraduate admissions or PAC for postgraduate admissions) where students are required to be registered at DCU?**  *If NO, please provide details* **Yes ❑ No ❑** |
| **Will DCU staff assess evidence of academic competence, language competence and suitability, and make decisions on admission?**  *If NO, please provide details* **Yes ❑ No ❑** |
| **Will assessment of applications include an identity check by DCU, e.g. passport or birth certificate?**  *If NO, please provide details* **Yes ❑ No ❑** |
| **Will DCU Registry make offers to students via CAO or PAC, whichever is applicable?**  **Yes ❑ No ❑**  *If a different system is envisaged, please state (a) the reason for this and (b) who will make offers.* |

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| **Academic: delivery and assessment** |
| **How will students access academic staff?** |
| **Will normal DCU quality assurance procedures in respect of teaching apply?**  *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* |
| **Can DCU claim and protect IP rights around projects and modules materials in the context of this partnership?** **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.* |
| **Do standard exit routes apply?** **Yes ❑ No ❑**  *Please provide details* |

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| **Administration and management**  *If the answer to any of the questions below is ‘no’, please explain the reason/outline the background* |
| **Is the collaborative programme to be managed by the DCU Programme Board? Yes ❑ No ❑** |
| **Is progression decided on the same basis as for students outside this collaboration?**  **Yes ❑ No ❑** |
| **Will progression and award decisions be made by the DCU Progression and Awards Board, in the context of normal meetings? 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 ❑** |

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| **Registration, reporting, graduation**  *If the response to any of the questions below is ‘no’, please consult Registry and the relevant Faculty Office(s). Indicate when and with whom the matter was discussed and what the feedback is.* |
| **Will a standard DCU registration record be set up and maintained? Yes ❑ No ❑** |
| **Will students registered under this arrangement be included in HEA returns? Yes ❑ No ❑** |
| **Does an academic structure for this programme already exist, or is one required? Yes No ❑** |
| **Will students register on line during the dates specified in the annual academic calendar?**  **Yes ❑ No ❑** |
| **Will student photo IDs be issued only when and if students arrive on campus to study?**  *Note that students will be required to present a valid ID to get a student card.* **Yes ❑ No ❑** |
| **Will graduation arrangements be as usual?** **Yes ❑ No ❑** |

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| **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 6: 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).

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| **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, “off-site / distance delivery” is defined in the context of collaborative provision as *an arrangement whereby teaching or supervision for a DCU award or credits is provided by DCU staff, in the context of being facilitated by a partner institution.* [↑](#footnote-ref-1)