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

**FOR A NEW pROGRAMME FOR COLLABORATIVE ACADEMIC OFFERING iNVOLVING**

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

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| 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. Following Faculty approval, new taught programmes are referred to Education Committee (EC) with a view to ascertaining both their relationship to strategy and their likely viability.  |

**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)** |  |
| **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 2016.1, 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** | *Insert name of Faculty*  |
| **Date** | *Insert date of final approval*  |
| **Approved by Faculty 2** | *Insert name of Faculty*  |
| **Date** | *Insert date of final approval*  |
| **Insert additional Faculty/Faculties as appropriate** | *Insert name of Faculty*  |
| **Insert additional approval date(s) as appropriate** | *Insert date of final approval*  |
| **Submitted for EC approval** | *Insert date of EC meeting*  |

**SECTION 2: STRATEGIC FIT**

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| **Situate the award in the Irish HE and International context** |
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| **What is the relationship with the School, Faculty and University strategic plans?** |
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| **What is the relationship with existing cognate awards made by the University?**  |
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**SECTION 3: DETAILS OF PROPOSED PARTNER INSTITUTION**

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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.*  |
| *HYPER LINK TO BE INSERTED* |
| **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 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 will be accredited by DCU**An accreditation process IS required** | *Confirmed ❑* |
| The students will pursue a DCU award based only on credits designed and delivered by DCU**NOT a joint or dual award context** | *Confirmed ❑* |
| The partner institution will base 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 ❑* |

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

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| **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* |
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| **What are the outcomes, both quantitative and qualitative, of the market research?** |
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| **What are the projected student numbers?***These should be consistent with those in the financial template – see Section 8.1 below* |
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| **Is the programme expected to run over a limited period of years or on an open-ended basis?***Reference must be made here to standard programme review procedures – see Section X above* |

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

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| **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: 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 ❑** |
| **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 8: PURPOSE OF THE PROGRAMME**

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

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| 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)*** |
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**SECTION 9: PROGRAMME LEARNING OUTCOMES**

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

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| --- | --- | --- |
| **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 10: 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 11: OUTLINE STRUCTURE OF PROGRAMME**

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

**SECTION 12: RESOURCES REQUIRED**

**12.1 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.*

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

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| **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 13: IMPLEMENTATION PLANS**

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| **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* |

**SECTION 14: 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 15: MEMBERSHIP OF THE PROPOSED ACCREDITATION BOARD**

***Summary list of all nominees***

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

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| **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 16: 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)
2. If applicable, i.e., if the role of principal programme proposer and related leadership is shared. [↑](#footnote-ref-2)