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

**FOR A NEW PROGRAMME for collaborative academic offering:**

**Joint taught award, joint parchment**

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| APPROVAL PROCESS: As approved by Academic Council of DCU, a joint taught award requires Executive Dean endorsement following Faculty Teaching and Learning Committee review, consideration by Education Committee for validation, and successful completion of the accreditation process.[[1]](#footnote-1) The approved Memorandum of Agreement is signed on behalf of DCU by the VP Academic Affairs and Registrar. |

**Section 1: General Information**

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| **General Information** |
| **Brief description and background** *(500 words maximum)* |
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| **Proposing Faculty/Faculties** |  |
| **Name(s) of principal programme proposer(s) in DCU** |  |
| **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** |  |
| **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* |  |
| **Does this derive from an existing programme (in DCU or a partner institution)***If, YES, please provide details, including the impact, if any, the proposed programme will have on existing programme(s)* | **Yes ❑ No ❑** |
| **Proposed Commencement date** |  |

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| **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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| **Strategic Fit** |
| **Situate the award in the Irish Higher Education and International contexts** |
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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 in the University?** |

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

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| **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. 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. |
| **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)** |
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| **Is there an agreed set of words to describe the relationship of each of the partners with DCU? If so, indicate it below.** |
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**Section 4: Justification as joint taught award**

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| **Justification as joint taught award** |
| **Justify the categorisation of the activity as a joint taught award***Note the agreed definition of this: ‘Student receives a joint award (one parchment) from DCU and one or more partner institutions having followed a jointly-delivered shared taught programme, subject to an agreed set of marks and standards’* |  |
| **Indicate that each of the following is correct please tick**  |
| The students are pursuing a single joint award, based on all of the credits they undertake. None of the partners is giving a separate award based on their own, or DCU, credits i.e. it is **NOT a double or dual award context.** |  **❑** |
| Please indicate the following: What (1) number of credits and (2) percentage of credits leading to the award is DCU responsible for? To justify DCU being one of the awarding institutions, it is expected that these will be substantial. | **1.****2.**  |

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

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| **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* |
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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?** |
| **Likely impact on existing students or graduates of introducing this award** |

**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 applications presenting with 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 so, 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?** | *If so, give details.* |
| **If so, what are 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 to 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 exits(s). These must be in accordance with DCU Marks and Standards* |

**Section 7: Legal basis and responsibilities**

DCU has statutory responsibility for learners on their programmes. In the case of joint awards, it is important that DCU ensures that these responsibilities are being fulfilled, in the collaborative context.

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| **Legal basis and Responsibilities** |
| **Award recognition** |
| *There must be a firm legal basis for each of the awarding partners to enter into a joint award agreement, and the joint award must be recognised by the relevant authorities in each jurisdiction. Justify that this is the case. Take care that the legal requirements in the partner countries are known, reference is made to any national permissions required by the partners and, where relevant, matters pertaining to professional recognition.*  |
| **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?*  |
| **What entities can learners hold legally responsible for any deficiencies in the provision of education**? |
| **Learning experience** |
| Evidence that the partner institutions can sustainably provide an equivalent learning experience *in this specific programme* to that in DCU in terms of: qualified and experienced academic support, good physical environment, pastoral care, the necessary academic freedom for students to engage with the programme and emphasis on good teaching practice.  |
| **Does the arrangement limit DCU liability and provide for mutual indemnification?** | **Yes ❑ No ❑** |
| **Is there provision for a process for the resolution of disputes arising in respect of the proposed MoA?** | **Yes ❑ No ❑** |
| **In what country will the agreement be legally enacted and interpreted?** |  |
| **Can we 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**

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| **Academic Management, Delivery and Assessment** |
| **How is the collaborative programme to be managed?** |  |
| **Where will progression and award decisions be made?** |  |
|  **Is there a significant discrepancy between the basis for progression and award decisions on this programme and that for other DCU students?** | **Yes ❑ No ❑** |
|  **What appeals process will apply to progression and award decisions?** |  |
| **Are DCU credits being delivered by DCU staff – i.e. is there a context of shared delivery for any of these?** |  |
| **Are DCU credits being delivered off site/at a distance, facilitated by a partner?** |  |
| **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?** |  |
| **State the agreement on IP ownership of module content.** |  |
| **What QA processes will apply to (1) the programme and (2) DCU elements of the programme**? *Address here the appointment of external examiners, Annual Programme Review and Periodic Programme Review.* |  |

**Section 9: Purpose of the programme**

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| **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)*** |
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**SECTION 10: PROGRAMME LEARNING OUTCOMES**

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| **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 Memorandum of Agreement?*

**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**

*Please consult with the Finance Office about the details required for a new programme in the context of a Joint Award and establish if it is necessary to complete the Finance Office template normally required for validation. Should the template be required, 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)**

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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 14: 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* |
| **What are the details of agreement on publicity and marketing material including use of dcu logo and name?** |

**Section 15: Admission, registration, fees, reporting, contractual agreements, graduation**

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| **Who will assess suitability and make decisions on admission?** |
| **Which partner is responsible for admissions processing (including checking evidence of academic and language competence and identity checks**, e.g. passport or birth certificate)?*If DCU: will normal admission processes and systems be used (CAO for undergraduate admissions or PAC for postgraduate admissions)? What data will be transferred to the partner(s), and in what format, and when?**If one of the partners: what data will be transferred to DCU, and in what format, and when?* |
| **To which partner will fees be paid, and what arrangements will be in place for timely and safe transfer of fees?** |
| **Which partner(s) will register students?** |  |
| ***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 normal DCU registration record be set up and maintained?** | **Yes ❑ No ❑** |
| **Will students registered under this arrangement be included in HEA returns as for other students?** | **Yes ❑ No ❑** |
| **What student record reporting is required within the partnership, and who is responsible?** |  |
| **What student record reporting is required to any other agencies, and who is responsible?** |  |
| **Will students register on line during the dates specified in the academic calendar?** | **Yes ❑ No ❑** |
| **Will student photo IDs be issued only if and when students arrive on campus to study?***Note: students will be required to present a valid ID to get a student card.* |  |
| **Does the arrangement raise contractual or security issues with regard to access to IReL resources?** *Please consult with the Library, and indicate the date of consultation and the name of the person consulted.* | **Yes ❑ No ❑** |
| **Does the arrangement raise issues with respect to any institutional software agreements for remotely-based students?** *Please consult with ISS, and indicate the date of consultation and the name of the person consulted.* | **Yes ❑ No ❑** |
| **Are special arrangements for remote examinations required?**Note that proposals to conduct remote examinations require approval by the University Standards Committee. | **Yes ❑ No ❑** |
| **What graduation arrangements are proposed?** |  |
| **Who is responsible for generating parchments?** |  |
| **Is the parchment design subject to DCU agreement?** | **Yes ❑ No ❑** |
| **Who will publish examination results?** |  |
| **Who is responsible for generating a Diploma Supplement?** |  |
| **What arrangements are in place to ensure that DCU can verify the award in years to come?** |  |

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| **Student experience** |
| *Please consult with Student Support and Development (SS&D) if advice is needed. 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?** |  |
| **When the students are at the remote location, who is responsible for the assessment of their support needs?** |  |
| **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?** |  |
| **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?** |  |
| **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?** *Consult the Finance Office on these matters if necessary.* |  |
| **Will standard DCU supports be sufficient during periods when the students are in DCU?** *For example, DCU does not normally undertake responsibility for providing accommodation or visas.* |  |

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

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

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| --- | --- | --- | --- | --- |
| **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**

**17.1 Proposal for Accreditation**

*What approach to accreditation is being proposed and why? (Examples include, integrated accreditation process (recommended), accreditation by each awarding body of their own elements, underpinned by agreed Marks and Standards).*

***17.2 Summary list of all nominees***

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| --- | --- | --- | --- | --- |
| **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*

|  |  |
| --- | --- |
| **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).

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

*Insert additional lines if/as relevant*

1. *The nature of Joint Awards is such that the accreditation process to be used may be other than the standard DCU accreditation; the accreditation process to be employed to be approved by Education Committee as part of the validation / collaborative provision approval process.* [↑](#footnote-ref-1)
2. If applicable, i.e., if the role of principal programme proposer and related leadership is shared. [↑](#footnote-ref-2)