DETAILED PROPOSAL FOR PROGRAMME VALIDATION

To be prepared by the Programme Director and forwarded to the Director of Affiliated Programmes for consideration by the Affiliated Programmes Board and approval by the Faculty of Theology, St. Patrick's College, Maynooth.

Note: Many sections may be best filled with a separate document

Part 1   Programme details

Name of Proposing Organisation:

Proposed Course Title

Opening Academic Year under Consideration:

Programme Director

Contact Details (Email/Address) of Director identified above

Location (Address) of the Programme

Dates of relevant meetings overseeing the Programme
[copies of Aides Memoire/Minutes should be appended]

Part A   Overview

Outlines the reasoning, resources, personnel and structure of the course

Part 2   Background Information

Rationale
Outline an overview or purpose for running the programme

Resources
Describe the location and physical and academic resources available to run programme

Deliverers
Provide a listing of deliverers teaching on the programme, with their qualifications and the topics being taught by each of them, time allocations, and so on.

Important Note: Detailed C.V.s for all deliverers should be supplied in a separate document.

Management and Quality Assurance
Explain the programme management and quality assurance arrangements. For example, what are the secretarial resources, capacity to keep records, name of the external examiner and so on.

Part B   Programme Document

Outlines the material that will provide the basis for the student handbook

Part B (i) Programme Background

Programme Background
Introduction to the rationale of the course (may be taken from above)

Introduction to the Organisation
May include an introduction to key personnel, other programmes being currently offered, facilities available and so on

Part B (ii) Programme Structure

Title of Programme
Award sought, Opening Academic Year

Programme Aims and Objectives
Overall Learning Outcomes

Important Note: Reference the Learning Outcomes Handbook

Programme Structure
Duration and general structure of the programme

Admission Criteria
Requirements by application, or interview or age? With relevant experience? Pre-requisite or co-requisite qualifications?

Programme Curriculum
Class timetables, giving contact hours, teaching methods (lecture, seminar, tutorials, workshops, practical) and course credits, student workload

Assessment

Schedule of assignments/examinations, structure and weighting of each assessment, marks and standards, regulations for progression to the next stage, compulsory and optional programme elements, compensation arrangements

Modules

Details of each subject/component course, including aims (what lecturer wishes to achieve), learning outcomes (what the students will be able to do), general subject matter (Including rationale and relevance to overall programme and integration with other component courses), syllabus (detailed listing of contents of subject matter), strategy for delivery (teaching approach and methods), assessment methods (including weightings), credits allocation (ECTS), essential and background reading lists.

Note: Detailed Module Descriptors may be best supplied in a separate document

Part C (i)   Review

Comment
The above documentation is prepared by the proposed programme director, with the support of the Director of Affiliated Programmes. Best practice indicates that the documentation be complete before a review visit to the proposed organisation. However, often the documentation will require further addition or adaption after the review-visit.

Record of the Director of Affiliated Programmes of the review-visit. Are there issues of concern? What are the strengths of the proposal? What is the recommendation for the Affiliated Programmes Board and the Faculty of the Theology.

Part C (ii)   Affiliated Programmes Board Consideration

Actions Required	Actions Taken

Signature

Director of Affiliated Programmes   **Date**

Date Received by the Affiliated Programmes Board: _____