**Cover Page – not required for printed version**

Completing and submitting an EAP1.

1. **The School:**

* Completes all relevant sections of the document
* Appends the finance section and any other relevant material
* Email the document to your School Policy Committee

1. **The School Policy Committee:**

* Considers the EAP1 at their meeting.
* If there are any required amendments/conditions, these must be made to the EAP1 before signing
* The draft minutes from the School Policy Committee also must be inserted.
* The HOS brings the original EAP1 a meeting of the Registrar and Finance for discussion.
* HOS keeps the original EAP1 to bring to the Executive meeting.
* The School emails the signed EAP1 President’s office for consideration by Executive Committee.

1. **The Executive Committee**

* Considers the EAP1 at their meeting
* Writes any comments on the EAP1. If indicating a specified action needs to occur e.g. determining market need this will result in non-approval.
* Approved EAP1 goes to Planning and Coordination Committee .
* If Not Approved the EAP1 returns to the School, and they may resubmit a new EAP1 by following the above steps again.

1. **Planning and Coordination**

* School submit EAP1 approved by Executive 10 days in advance of the Planning and Coordination Committee meeting.
* Electronic version to be emailed to [acplanning@itsligo.ie](mailto:acplanning@itsligo.ie) AND

Approved original hardcopy must be hand delivered to the Registrar’s office.

1. The Planning and Coordination Committee meeting approve or don’t approve the EAP1.

**EAP 1**

Proposal seeking approval to proceed to develop a

new programme of learning

Programme Academic Structure

**1. Proposed Programme**

|  |  |
| --- | --- |
| **Award Type:[[1]](#footnote-1)** |  |
| **Award Title:[[2]](#footnote-2)** |  |
| **Programme Title:[[3]](#footnote-3)** |  |
| **NFQ Level** |  |
| **Programme Standards4** |  |
| **Duration** |  |
| **Delivery Mode(s)** | Semesters  Year Long  Part-time  Full-time  Online  Blended |
| **Proposed Panel Validation Date** |  |

**2. Department proposing the programme:**

**3. Other collaborating Department (if any):**

**4. When did initial discussion of this proposed programme take place (append evidence such as emails, meeting minutes etc.)?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Insert proposed dates for development of programme for the following components:**

|  |  |  |
| --- | --- | --- |
| **Component** | **Start Date** | **End Date** |
| **Market Research, consultation etc.** |  |  |
| **Module Authoring** |  |  |
| **Volume I Authoring** |  |  |
| **Volume II Authoring** |  |  |

6. Statement from Head of School indicating rationale for programme development timeframe, overview of other programmes under development and impact on staff in terms of workload:

7. External Collaborating Partners:

Is the Collaborative/Joint Provision Procedure Required? Yes No

Please append the Memorandum of Understanding and the Collaborative Agreement with the partner provider

**Contract/MOU -** Append an outline of any proposed contract with external organisation/s, if appropriate.

.

**8. Programme Development Team (Names):**

**i)**

**ii)**

**iii)**

**9. School and Institute Strategic Plan objective(s) met by the programme**

**i)**

**ii)**

**iii)**

**10. Rationale for Programme (See QA Manual 2.3.2):**

**(including consultations & research undertaken to date, Letters of Support, National Skills Reports, Market Research):**

**11. Explain how this programme aligns with other existing programmes in the institute (and what, if any, programmes will this replace)**

**12. Brief Statement of Aims and Objectives:**

**13. Minimum entry requirements to the programme:**

**14. Proposed date for commencement of delivery:**

**Is programme to be included on CAO listing? Yes** **No**

**Year of first offering on CAO?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**15. Graduate Skills and Attributes:**

**16. Insert list of proposed modules and credits from all stages of programme:**

**17. Insert costings from finance:**

**18. Draft minutes and conditions of approval from School Policy Committee:**

**19. Draft minutes and conditions of approval from Executive Committee:**

**20. Decision of Approvers**

1. **Policy Committee:**

**SIGNED**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Policy Committee Date

1. **Executive Committee:**

**SIGNED**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Executive Committee Date

1. **Planning & Coordination Committee:**

Approved □

Conditions, if any:

Not Approved □

Reasons:

**SIGNED**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Chair Planning & Registrar Date

Coordination Committee or Assistant Registrar

1. The only Major Award ***Types*** permitted by the Academic Council are: Higher Certificate, Ordinary Bachelor Degree, Higher Diploma, Honours Bachelor Degree, Postgraduate Diploma, Masters Degree and Doctoral Degree. The only non-major Award Types permitted are: Special Purpose, Minor and Supplemental Awards. [↑](#footnote-ref-1)
2. Examples of Major Award titles: Bachelor of Arts in Fine Art, Bachelor of Business in Marketing, Bachelor of Engineering in Civil Engineering, Bachelor of Science in Environmental Science.

   Examples of Non-Major Award titles: Certificate in Energy Audits, Special Purpose Award, 10 credits, Level 6; Diploma in Ceramics, Minor Award, 40 credits, Level 7. [↑](#footnote-ref-2)
3. Includes the descriptor e.g. Bachelor of Arts in Fine Art

   4Programme Standards

   Linking Programme learning outcomes to National (QQI) Award Standards at the appropriate level on the NFQ

   **Where QQI have yet to publish national award standards** **then programme learning Outcomes may be mapped to QQI’s Generic Award Standards for major awards at the appropriate level** (these are currently available for  [Art and Design - Award Standards](http://www.qqi.ie/Publications/Publications/Art%20and%20Design%20-%20Awards%20Standards.pdf) [Business - Award Standards](http://www.qqi.ie/Publications/Publications/Business%20-%20Awards%20Standards.pdf), [Computing - Award Standards](http://www.qqi.ie/Publications/Publications/Computing%20-%20QQI%20Awards%20Standards.pdf), [Engineering - Award Standards](http://www.qqi.ie/Publications/Publications/Engineering%20-%20Awards%20Standards.pdf) ,[Nursing and Midwifery - Awards Standards](http://www.qqi.ie/Publications/Publications/Nursing%20and%20Midwifery%20-%20QQI%20Awards%20Standards.pdf),  [Architecture - Awards Standards](http://www.qqi.ie/Downloads/Architecture%20-%20Awards%20Standards.pdf), [Social Care Work -  Awards Standards](http://www.qqi.ie/Publications/Publications/Social%20Care%20Work%20-%20Awards%20Standards.pdf), [Counselling and Psychotherapy – Awards Standards](http://www.qqi.ie/Publications/Publications/Counselling%20and%20Psychotherapy%20-%20QQI%20Award%20Standards%202014.pdf), [Provisional Standards for LLB and LLM Degrees](http://www.qqi.ie/Publications/Publications/Law%20Awards%20-%20Awards%20Standards%20-QQI%2014319-J.pdf), [Professional Master of Education – Award Standard](http://www.qqi.ie/Publications/Publications/Professional%20Master%20of%20Education%20-%20Award%20Standards%202014.pdf), [English Language Teaching – Awards Standards](http://www.qqi.ie/Publications/Publications/English%20Language%20Teaching%20%20-%20Award%20Standards%202014.pdf)

   [Active NFQ Standards for Higher Education](http://www.qqi.ie/Articles/Pages/Active-NFQ-Standards-for-HE.aspx) ) [↑](#footnote-ref-3)