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**APPENDIX 2.2 EAP 2**

Proposal for Validation of a new Programme of Learning

**1 Introduction**

The Academic Module and programme manager facilities online production of a Module descriptor document and of a Programme descriptor document using a standard online template. These documents can be incorporated directly into the new programme submission report, as described below. The benefits of this process is that there is consistency of format for all modules and programme descriptors, the factual details (such as module title, contact hours and credits) are consistent and the information may be incorporated into the student record system (Banner™) automatically.

1. **Required information in the Programme Submission documentation**

**2.1 Programme description**

* + Full programme title
  + Department
  + Coordinator
  + Delivery mode (semesterised or stage-based)
  + Programme pathway (i.e. list of modules and pre-requisites/co-requisites)
  + Date of first intake
  + Course Schedule including NFQ Level
  + Programme Learning outcomes
  + Link between Programme and Module learning outcomes
  + Assessment matrix, showing annual assessment submission dates across all modules
  + Room requirements
  + Resource requirement
  + Reading list

**2.2 Rationale for the programme**

* Philosophy underpinning the programme e.g. market for programme in the region and its relevance to the region (with supporting evidence of consultation with the external stakeholders – e.g. employers, professional bodies, past graduates)
* Graduate profile and employment opportunities for graduates
* Rationale for the programme within the School/Institute
* Programme Aims and Objectives
* Expected intellectual development and Programme learning outcomes
* Proposed mode of delivery (i.e. in-class, on-line, blended)
* Related existing programmes.
  1. **Programme structure**
* Delivery type (semesterised or stage-based)
* Proposed mode of delivery (i.e. in-class, on-line, blended)
* Is the programme intended for full time and/or part time delivery.
* Planned intake numbers (over the full duration of the programme)
* Overall structure and sequencing of modules (see example, Appendix 2-8)
* Role of placement

**2.4 Resources (over the full duration of the programme)**

* Facilities and human and material resources available to mount the programme
* Clarification of any staffing requirements
* Location of the delivery
* Specific s requirements: lecture rooms, laboratories, library, Information technology and other student supports
* Confirmation regarding any new facilities and staffing requirements
* Special requirements (e.g. remote access for distance learners)
  1. **Access, Transfer and Progression Criteria**
* Student admission requirements
* Progression criteria from one stage to the next and to higher levels on the NFQ
* Non-standard entry (e.g. mature candidates and candidates with experiential learning)
* Transfer policy into the programme and onto other programmes
  1. **Curriculum**
* A matrix exhibiting the academic pathway and the relationship between modules (see Appendix 2-6)
* Demonstrate the consistency between the programme content, teaching methods and the programme learning outcomes
* Demonstrate the balance between the depth and breadth of the programme in relation to the objectives of the programme
* Describe the student workload as achieved through contact, non-contact and self-study hours and the relationship with credits
* Explain the role and management of placement or work-based projects.
  1. **Assessment**
* The modes of assessment to be used should be fully explained and justified
* The balance between the marks awarded for different assessment modes (e.g. continuous assessment, projects, reports, sit-down examination) to be clearly explained and justified
* Demonstrate that all of the programme learning outcomes are appropriately and adequately assessed within the set of module assessments.
  1. **Staffing**
* Quality and specialities of staff available to support the programme (including CVs, using the template in Appendix 2-7)
* Technical and administrative support
* Staff development
* Research and publications
  1. Programme Administration and Quality Assurance
* Procedure for managing programme
* Student support student counselling and tutorial arrangements
* Aspects of programme which highlight and foster study skills, independent learning and the inculcation of individual responsibility in students
* Professional, EU and international aspects if appropriate
* Feedback mechanisms e.g. use of surveys, focus groups and follow-up actions.
  1. **Details above that are contained in the Programme manager template**
  2. Full programme title
  3. Department
  4. Coordinator
  5. Delivery mode (semesterised or stage-based)
  6. Programme pathway (i.e. list of modules and pre-requisites/co-requisites)
  7. Date of first intake
  8. Course Schedule including NFQ Level
  9. Programme Learning outcomes
  10. Link between Programme and Module learning outcomes
  11. Assessment matrix
  12. Room requirements
  13. Resource requirement
  14. Reading list