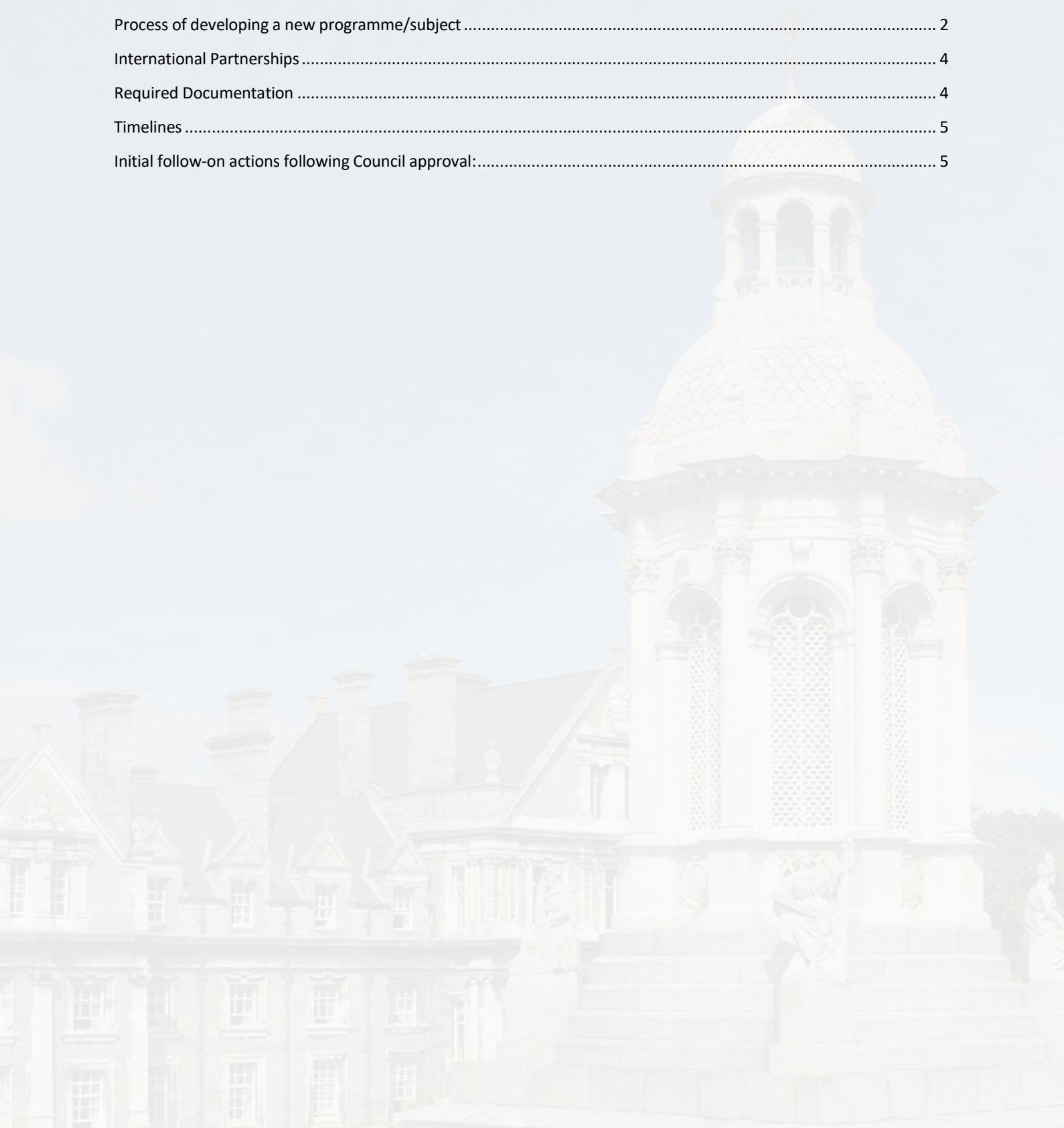




NEW PROGRAMME/SUBJECT PROPOSAL DEVELOPMENT AND APPROVAL GUIDELINES

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Introduction

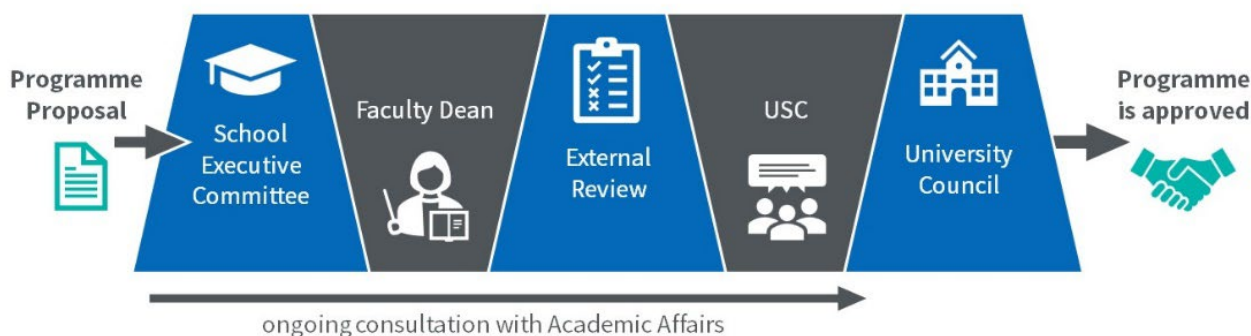
The programme proposal development and approval process ensure that Trinity programmes are designed, developed, and delivered in line with Trinity undergraduate policies and regulations, national statutory and professional accreditation requirements, such as the statutory requirements of Quality and Qualifications Ireland (QQI) and the European Standards and Guidelines.

New programmes should align with the Strategic Plans of the University and of the proposing School(s). Proposed new programmes are subject to a quality assured programme design and approval process involving School, Faculty, and College governance structures, and are informed by the perspectives of academic, professional, and administrative staff, students, and external experts. The programme proposal development and approval process apply to all Trinity accredited and validated programmes. An external review process is also carried out to ensure the curriculum is appropriate and current, and that the programme is developed in accordance with best practice.

Academic Affairs works closely with programme proposers and Schools to guide and inform the development of programme proposals, providing key information and advice on programme design, programme architectures and structures, and college regulations and standards.

PROCESS OF DEVELOPING A NEW PROGRAMME/SUBJECT

Undergraduate Programme Approval Process



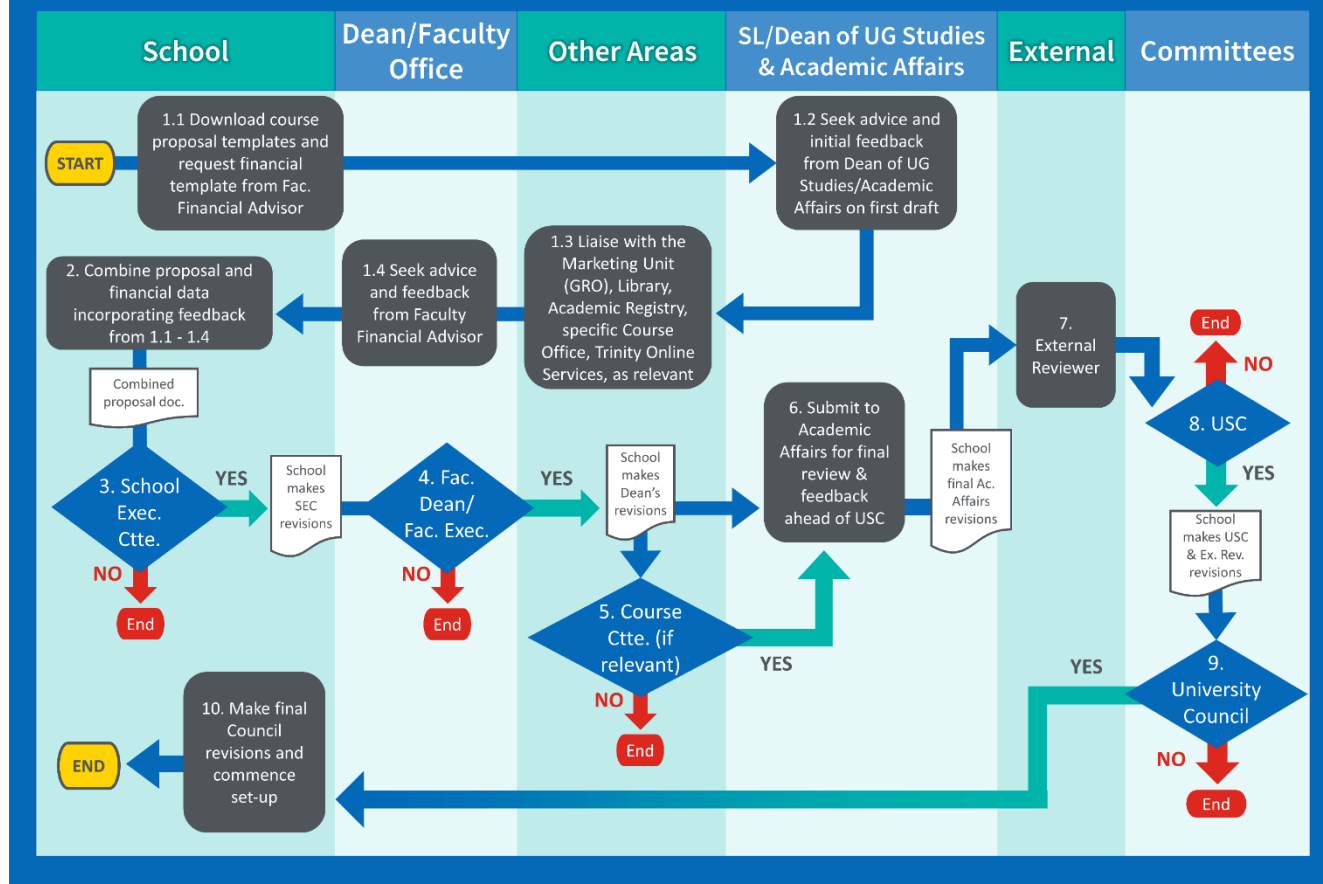
1. A strategic need is identified for a new undergraduate programme. This may arise from a school's quality review recommendations, market research, student/graduate feedback, developments from national/professional bodies, international partnership opportunities identified by the School or the Global Relations Office.
2. An academic is identified as the School's lead for the programme proposal, who will liaise with Academic Affairs and other units across College throughout. The Academic lead is responsible for completing the required documentation for submission to USC and Council.



3. The academic lead should discuss the proposal with the Senior Lecturer/Dean of Undergraduate Studies and Academic Affairs as early as possible in the process. The relevant templates for completion will be supplied by Academic Affairs.
4. Proposals must receive sign off from their Faculty Dean, who may decide to seek input from the Faculty Executive Committee. If the proposal involves schools from two different faculties, each Dean must provide sign-off. In considering whether or not to approve the proposal, the Dean considers matters such as income, resourcing requirements, staffing, workload and recruitment planning.
5. Other areas of College will be consulted as part of the development process, such as the Marketing section of the Global Relations Office, the Academic Registry, the Library, and, where relevant, Trinity Online Services and the specific course office (e.g., for new joint honors subject, new Science moderatorship).
6. If the proposal concerns a new subject for delivery in the **joint honors architecture**, the proposing School must propose the most suitable subject pillar and have made progress in identifying potential subject pairings. The support of the Associate Dean of Undergraduate Common Architecture and the Undergraduate Common Architecture Governing Committee is required.
7. If the proposal concerns a new moderatorship option from one of the **Science Streams**, the support of the Associate Dean of Undergraduate Science Education is required.
8. If the proposal involves a new collaboration with another institution additional consultation may be required with the Financial Services Division. This is more likely to occur in relation to a new partnership rather than new programmes coming under an existing collaborative agreement. New partnerships will require the development of other documentation related to due diligence or legal/operational agreements.
9. The proposing School will supply the names of three academic discipline experts from which the Senior Lecturer selects one (please note: an external reviewer should not be a current or recent external examiner).
10. The proposal is reviewed by Academic Affairs in its totality to ensure that it is developed to required national and Trinity standards. before being sent for external review and to the USC for recommendation to University Council for consideration and approval.
11. Proposals must be approved by the School's Executive Committee. If more than one school is owns the proposed programme, the proposal must be approved by the School Executive Committee of each school.
12. The proposal is considered by USC following the external review. The School response to the review will also be considered by USC.
13. The author of the proposal document or the Director of Undergraduate Teaching and Learning from the School will present the proposal at USC and answer any questions that may arise.
14. If USC supports the new course, final proposal documents, which should address any concerns raised at USC and/or by the external reviewer, are submitted to Academic Affairs for circulation to Council. The Senior Lecturer/Dean of Undergraduate Studies will present the proposal to Council, and the Faculty Dean may be called on to speak to the financial analysis, staffing and any additional resources required to launch the programme.
15. Advice can be sought from Academic Affairs throughout the development and approval process



Undergraduate (UG) Programme Development and Approval Process



INTERNATIONAL PARTNERSHIPS

Trinity Global will assist with the establishment of international collaborations with new partner institutions. Appropriate due diligence prior to the establishment of a new partnership is required. Please consult with the [International Partnership Toolkit](#) which facilitates Trinity staff in the development of new partnerships.

REQUIRED DOCUMENTATION

Proposal documents incorporate academic, logistical, administrative, financial and resourcing aspects, therefore, USC and/or Council will examine a range of topics including progression and award regulations, undergraduate course structures, applicable awards, programme and module learning outcomes, logistical and administrative considerations, assessment/re-assessment, staffing arrangements, quality assurance and governance.

The proposal template will depend on the programme architecture the proposal will align with, e.g. Single Honours, Joint Honours, Clinical etc. All relevant documents will be supplied by Academic Affairs.



The following documents are to be submitted for USC/Council consideration:

- proposal template
- Student Workload and Assessment Components
- Module Descriptors¹.
- Programme Learning Outcome mapping tool
- Draft Calendar Entry
- Financial data template.²
- Confirmation memorandum from the Faculty Dean related to resources, sufficient staffing and any recruitment plans

The following may also be required where applicable:

- Confirmation memorandum from the Associate Dean of Undergraduate Common Architecture
- Confirmation memorandum from the Associate Dean of Science Education
- Confirmation from heads of schools for shared teaching, where applicable (e.g., service teaching and specific shared modules – not for Trinity Electives or Open Modules from the general pool)

TIMELINES

1. Academic Affairs will work with the School to create a timeline for the approval of the process, which will account for the various committees which must approve the proposal, namely the School Executive/UCAGC/USC/Council.
2. The first full draft of the proposal is to be submitted to Academic Affairs no later than the end of Michaelmas term if it is to be considered by USC and Council in the same academic year. Proposals received after this deadline will not normally be considered for approval until the following academic year.
3. In order to ensure the new programme will make be entered into the CAO Handbook for the following academic year, new programmes must be approved by Council by early May of a given academic year. There is a one year lead in from the time a programme is approved to the first intake of students, for example, a programme approved in April 2024 will be entered for the first time to the CAO handbook in 2025/26, with the first student intake to the programme in 2026/27.

INITIAL FOLLOW-ON ACTIONS FOLLOWING COUNCIL APPROVAL:

1. Council approval is required before marketing can commence and before course set-up can be initiated in SITS and other Trinity College IT systems.
2. Academic Registry to complete set-up in SITS within two weeks of Council approval, with input from IT Services.
3. Academic Registry to include new course on the Internationalisation Register (INIS).
4. Secretary's Office to include course entry in University Calendar for the relevant academic year.
5. IT Services set-up course in CMIS, promote course applications to the web and set-up modules in Blackboard.
6. School Administrative Managers populate relevant course and module data in SITS, allocate modules to course structure in CMIS and assign students to modules.

¹ A module descriptor template must be completed for all programme/subject modules. This does not apply to Trinity Electives or Open Modules from the general pool but does apply to specific shared modules and/or service teaching modules. The capstone project module must be presented using the specific capstone module descriptor template

² The Faculty Financial Advisor will supply the School with the template.