Item 24

Trinity College Dublin The University of Dublin

MEMORANDUM

To Graduate Studies Committee

From Assistant Academic Secretary (Academic Affairs) Date 9 May 2022

Reference Postgraduate Course Proposal – course outline form

Academic Affairs, Trinity Teaching & Learning (TT&L) is developing its resources and supports to guide academic and teaching staff through the postgraduate course proposal development process. This includes the recent introduction of the [expression of interest](https://forms.office.com/pages/responsepage.aspx?id=jb6V1Qaz9EWAZJ5bgvvlK-D_zfo9H7pHgsrYzCfWBQNUNEUxRUdESEdDTDE0QVlCUVNIVU5JQVY4Ny4u) [form,](https://forms.office.com/pages/responsepage.aspx?id=jb6V1Qaz9EWAZJ5bgvvlK-D_zfo9H7pHgsrYzCfWBQNUNEUxRUdESEdDTDE0QVlCUVNIVU5JQVY4Ny4u) which will facilitate Academic Affairs in planning the supports provided to Schools in the development of course proposals which will include the delivery of a workshop on 21 June 2022, and in progressing course proposals through the approval process.

The course outline form is being introduced on a pilot basis prior to the development of the course proposal and will be completed following the June workshop. Individual meetings with academic and teaching staff proposing courses will be organised on receipt of the completed course outline form, which will facilitate the discussion of the proposed course structure and format to ensure alignment with the course aims and target audience.

Resources to guide the completion of the course outline form are available from the Academic Affairs’ website, namely, [postgraduate taught course structures](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/pg-taught-course-structure/) and [award types](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/trinity-awards-structure/) currently offered by Trinity. It is envisaged that the introduction of additional resources and supports, including the course outline form, will have a positive impact on the completion of course proposal template(s) - a reduction in the number of proposal drafts presented for review and a shorter timeframe in which proposals are finalised.



**Academic Affairs Postgraduate Course Proposal Outline Form**

To be completed following submission of the [expression of interest form](https://forms.office.com/Pages/DesignPage.aspx#FormId%3Djb6V1Qaz9EWAZJ5bgvvlK-D_zfo9H7pHgsrYzCfWBQNUNEUxRUdESEdDTDE0QVlCUVNIVU5JQVY4Ny4u%26Token%3D457e0cbb1d95419083ae5ce107ffa069) and prior to the development of a course proposal.

**Please consult the following resources when completing this form:**

* **Trinity Award Structure** [**https://www.tcd.ie/teaching-learning/academic-affairs/graduate-**](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/trinity-awards-structure/)[**education/graduate-resources/trinity-awards-structure/**](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/trinity-awards-structure/)
* **Postgraduate Taught Course Structures:** [**https://www.tcd.ie/teaching-learning/academic-**](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/pg-taught-course-structure/)[**affairs/graduate-education/graduate-resources/pg-taught-course-structure/**](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/pg-taught-course-structure/)

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| **New Proposed** Programme/Strand | Select as appropriate:  Is a programme ☐ or Strand ☐ proposed  Complete as appropriate: Proposed Programme Title:  Proposed Strand Title: |
| **Existing Programmes** with proposed significant changes *(only complete this question if the programme/strand is an existing programme/strand)*  Note: module changes do not need to  be submitted | Existing Programme/Strand Title:  Existing Award Title:  Year Programme was approved:  Proposed change to Programme/Strand Title (if applies): Proposed change to Award Title (if applies): |
| Disciplinary/subject area |  |
| Proposed Award | Tick as appropriate: Masters (90/120 ECTS)  Postgraduate Diploma (60 ECTS) Postgraduate Certificate (30 ECTS) |
| Proposed Award Type consult the resource [https://www.tcd.ie/teaching-](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/trinity-awards-structure/)  [learning/academic-affairs/graduate-](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/trinity-awards-structure/) [education/graduate-resources/trinity-](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/trinity-awards-structure/) [awards-structure/](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/trinity-awards-structure/) | Tick as appropriate:  Major Award (Masters/Postgraduate Diploma) Minor Award (Postgraduate Certificate)  Special Purpose Award (Postgraduate Certificate) |
| Total ECTS | Complete as appropriate: Programme:  Strand: |
| Programme/Strand duration (years) | Programme/Strand: |
| New programme/Strand mode of delivery (full-time/part-time) | Tick as appropriate: Full-time  Part-Time |
| Programme/Strand method of delivery | Tick as appropriate:  In-person  In-person with some online delivery |

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|  | 100% online |
| Proposed Programme/Strand Structure  Consult the resource on PGT course structures [https://www.tcd.ie/teaching-](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/pg-taught-course-structure/) [learning/academic-affairs/graduate-](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/pg-taught-course-structure/) [education/graduate-resources/pg-](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/pg-taught-course-structure/) [taught-course-structure/](https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/pg-taught-course-structure/) | Proposed structure (tick as appropriate):  Masters (stand-alone)  Masters (stand-alone) with Postgraduate Diploma (exit award) Postgraduate Diploma (stand-alone)  Postgraduate Diploma with Top-up Masters Postgraduate Certificate (stand-alone)  Framework Structure – part-time Postgraduate Certificate, part- time top-up Postgraduate Diploma, part-time top-up Masters |
| Target audience for admission | Click or tap here to enter text. |
| Proposed programme aims (bullet points) | Click or tap here to enter text. |
| Proposed programme content areas (bullet points) | Click or tap here to enter text. |
| Proposed programme assessment (indicate assessment types that students will complete during the programme e.g. essays, dissertations) | Click or tap here to enter text. |
| Proposed number of modules | Click or tap here to enter text. |
| Proposed start date | Click or tap here to enter text. |
| Name of programme director who will work directly on the proposal | Click or tap here to enter text. |
| Programme director email address | Click or tap here to enter text. |
| Additional information (if relevant) | |
| Click or tap here to enter text. | |
| This form should be submitted to [esdowska@tcd.ie](mailto:esdowska@tcd.ie) copied to [pgcourseproposals@tcd.ie](mailto:pgcourseproposals@tcd.ie)  Academic Affairs will be in touch on receipt of this form. Please note that this form is not for further internal circulation in College or in School. | |