University of Dublin   Trinity College
Guidelines for a new postgraduate course proposal including joint courses
(The submission needs to be written in a sans serif font, in a single space in clear and tidy formatting throughout, to include *pagination*, have editorial integrity and be concise within the allowable word count.)

Covering page information:
a) Course title:
b) Course Group (i.e. PG Taught; PG Validated):
c) Strands (if applicable)
d) Proposed degree award title with exit award(s) (MPhil/, MSc/PGradDip, PGradCert):
e) Award type/level on NFQ:
f) ECTS Credit volume (25 student effort hours per 1 ECTS):
g) Duration and mode of delivery/attendance (Face to Face/blended, full time/part time; online):
h) Indicate the chosen assessment model for SITS:
   (i) The final mark is based on a credit-weighted average of the mark awarded in each module
   (ii) The overall credit-weighted average mark for the taught modules contributes 40%, and the dissertation or research element contributes 60% to the final mark.
i) Course start date (first entry to the course): Normally September with the specified year:
j) Closing date for applications for the proposed regular entry:
k) Names of primary assessor(s)/secondary assessor(s) for admission:
l) Min/Max number of EU and Non EU fee paying applicants:
m) EU/Non EU fees for each year:
n) Space requirements, and extra space costs:
o) School ownership of the course/name of Head of School:
p) Name of the Faculty and of the Discipline (where relevant):
q) Other Schools proposing the course (where relevant) and name(s) of Head(s) of School:
r) Director(s) of Teaching and Learning (Postgraduate) in School(s) proposing the course:
s) Name of Course Director and Name of Course Coordinator (only if different to course director):
t) Name of Progression Manager:
u) Date of approval by the School Executive owning the course:
v) Date of financial approval by the Faculty Dean:
w) Date of consideration by the Graduate Studies Committee:
x) Date of consideration by the University Council:
y) Confirmation that proposer consulted with AR in relation to the course proposal:
z) A Web-based narrative for the course, and/or individual strands where relevant, with interactive links for the Academic Registry.

1. Table of contents

2. Introduction – rationale for proposing the new course:
a) Purpose of the new course and detailed market analysis as evidence for its demand **[max 500 words]**
b) Relationship of the proposed course to the School(s) and College strategic plans **[max 150 words]**
c) Course learning outcomes at the programme level **[max 10 outcomes numbered 1-10]**

3. The course structure:
a) Relationship of the proposed course to the existing postgraduate courses in College (indicating shared modules); **[max 500 words]**
b) A table listing module titles, existing module codes for shared modules (when appropriate), core and optional modules, department/school-based module coordinators, department/school-based and other teaching staff (names, academic titles, roles, institutional affiliation), module ECTS, assessment components and weightings; **[use table template A and/or B for assessment components]**
c) A table of student workload across the module spectrum; **[use table template C]**
d) Description of the chosen assessment model to be coded in SITS including repeat examinations/submissions, dissertation submission requirements, awarding of distinction, pass level, progression rules, awarding of an exit degree: **[max 500 words]**
   (i) The final mark is based on a credit-weighted average of the mark awarded in each module
   (ii) The overall credit-weighted average mark for the taught modules contributes 40%, and the dissertation or research element contributes 60% to the final mark.

4. Course administration

a) A table listing *ex officio* (only) members of the course committee including names, College position and academic titles; **[use table template D]]**

b) Admissions: **[max 250 words]**
   (i)   entry criteria
   (ii)   List of *ex officio* members of the admissions sub-committee (first and second assessors): names, College position and academic titles **[use table template E]]**
   (iii) Proposed marketing and promotion of the course

c) As approved by Faculty Dean:
   a) clarification if additional accommodation and new staff are required **[max 125 words]**
   b) comment on financial arrangements **[max 125 words]**
   c) Library approval including agreed costing for acquisitions of new bibliography, additional IT and research facilities arrangements **[max 125 words]**
   d) Measures enhancing PGT student experience

5. **Quality Assurance [max 125 words]**
   a) Quality Office-approved text
   b) Student evaluation questionnaires/mandatory annual evaluation
   c) Periodic reviews of the course going forward

6. **Appendices**
   a) A table mapping individual module learning outcomes to the 1-10 course learning outcomes at the programme level **[use table template F]**
   b) Detailed *Module Descriptors* **[use table template G]**:
      (i)   *In a sub-heading*: module title, module ECTS weighting, module contact hours, module coordinator, other module teaching staff and their institutional affiliation and academic titles; Module Pre Requisite; Module Co Requisite
      (ii) Module learning aims/objectives, module learning outcomes, module mode of delivery, module assessment including clearly identified separate assessment components with their weightings to be mapped into MAP and MAB requirements in SITS
   c) Letters from Head(s) of School in College to consent to the use of shared modules and service teaching (where appropriate)
   d) Letters from Heads of external institutions consenting service teaching to be provided by the external staff (both academic and non-academic) (where appropriate)
   e) A list of CVs of external non-academic staff (only) providing service teaching (where relevant) [a CV of max of 2 pages in length]
   f) *Calendar* part 3 entry
   g) *Prospectus* entry
   h) Financing sheet clearly showing EU/Non EU fee profile for AR (must be the last appendix in the submission)
   i) Letter from Head of School in support of the course
   j) Letter from Faculty Dean endorsing the proposed finances

To note:
   1. Assessment of the course proposal by an external reviewer: a new course proposal is assessed by an external reviewer before or after it has been approved by the Graduate Studies Committee. The reviewer is chosen by the Dean of Graduate Studies from three nominations submitted by the course proposer at the time when the proposal is submitted to the Graduate Studies Committee. The reviewer's recommendations are incorporated by the proposer into the final submission to the University Council.
   2. Module coordinators and academic **members of the course committee** are normally staff on academic lecturing contracts in the school(s).
   3. Strand structure: A new course proposal containing two or more strands presents each strand in a separate section of the proposal to the same order of headings.
   4. *Calendar* part 3 entry must agree in detail with the admissions, course structure and assessment sections in the proposal.
   5. Appointment of an external examiner: Information on a prospective external examiner is not included in the proposal. Once the proposal is approved by the University Council the course coordinator/director submits a designated *External Examiner Nomination Form* to the Dean of Graduate Studies for approval.