Guidelines for a new validated postgraduate course proposal

(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 in terms of the document length.)

Covering page information (all info on one page):

a) Course title:
b) Course Group: PG Taught Validated
c) Proposed degree award title with potential exit award(s) (MPhil/PGradDip, MSc/PGradDip/ PGradCert):
d) Award type/level on NFQ: 9
e) ECTS Credit volume/value of student effort hours per 1 ECTS:
f) Duration and mode of delivery/attendance (Face to Face/blended full time/part time; online):
g) Indicate the chosen assessment model for SITS: The final mark is based on a credit-weighted average of the mark awarded in each module
h) Course start date (first entry to the course): September with the specified year
i) Closing date for applications for the proposed entry:
j) Min/Max number of EU and Non EU fee paying applicants:
k) Institution providing the validated course:
l) Head of Institution:
m) Director of Teaching and Learning (Postgraduate) in Institution proposing the course:
n) Validated Course Director/Validated Course Coordinator:
o) Date of approval by Institution proposing the course:
p) Date of internal approval in Trinity and by whom:
q) Date of submission to the Graduate Studies Committee:
r) Date of submission to the University Council:

Table of Contents (on a separate page)

1.   Introduction

2.   Course rationale
2.1 Reason for delivery of the validated course and market analysis as evidence for its continuing demand
2.2 Institution's strategic reasons for continuing delivery of the course
2.3 Strategic and operational links with any Schools in Trinity if relevant
2.4 Validated course aims and its learning outcomes at the programme level [max 10 outcomes numbered 1-10]

3.   The course structure:

a) Relationship of the course proposed for Trinity validation to the existing postgraduate courses in Trinity (indicating modules shared with Trinity if relevant)
b) A general description of the course structure and its delivery: duration, delivery format, core/optional modules and their credit value, delivery schedule of individual modules within the academic year
c) A summary table listing module titles (indicating shared modules where appropriate), core and optional modules, module coordinators - their institutional affiliation & academic standing, other teaching staff (names, academic titles, roles, institutional affiliation), module ECTS, assessment types and weightings;
d) Profiles of academic staff to deliver the validated course (CV in appendix possible), and new staffing requirements and additional arrangements where required
e) A table of student workload across the module spectrum
f) Description of the chosen assessment model including types of assessment, marking scales and grade descriptors, repeat examinations/submissions, dissertation submission requirements, awarding of distinction at the Masters level, pass level, academic progression rules, awarding of an exit degree and distinction:

4.   Admission to the course
   a) Minimum/maximum numbers of students
   b) Entry requirements
   c) *Ex office* admissions committee membership (names of members listed)
   d) Proposed marketing and promotion of the validated course

5.   Course administration
   a) A table listing *ex officio* (only) members of the course committee including names, College position and academic titles
   b) Staff office accommodation, delivery venues, course finance, library, IT, research facilities, student facilities available to the students on the course validated by Trinity

6.   Academic Quality Assurance
   a) Student evaluation questionnaires/mandatory annual evaluation
   b) Periodic reviews of the course going forward
   c) Role of external examiner

7.   Appeals procedure

8.   Appendices
   a) I. A table mapping individual module learning outcomes to the specific course learning outcomes at the programme level
   b) II. *Module Descriptors*
      (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 (only where present)
      (ii)   Module learning aims/objectives, module learning outcomes, module mode of delivery, module assessment; only indicative bibliography
   c) III. Guideline criteria for marking i.e. grade descriptors
   d) IV. Marking criteria for research dissertations
   e) V. Sample student evaluation form
   f) VI. Sample programme student evaluation questionnaire
   g) VII. Role of External Examiners for validated courses in the Institution
   h) VIII. Dissertation Handbook
   i) IX. *Calendar* part 3 entry for the validated course
   j) X. *Prospectus* entry
   k) XI. Financing sheet where relevant

To note:
   1.   Assessment of the course proposal by an external assessor: a proposal for course validation is assessed by an external reviewer 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 assessor's recommendations are incorporated by the course proposer into the final submission to the University Council.
   2.   Appointment of an external examiner: Information on the name of 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.
   3.   **1 ECTS credit = 20, 25 or sometimes 30 hours of student effort** (the same credit factor throughout the course)

12/01/2016