

**PDARF16: Programme Structure Change Proposal**

**For submission to the Curriculum Team following Governing Board**

**approval of structure changes after the start of the relevant intake term**

|  |
| --- |
| **This form should be used when submitting a structure change proposal**  Complete this form for structure changes (amendments to core and option modules) on existing programmes after the commencement of the relevant intake term. Advice may be sought from the School and/or College, or via [curriculum@ucd.ie](mailto:curriculum@ucd.ie)  Submit to the relevant Governing Board for approval. Following Governing Board approval, PDARF 16 is then submitted  [curriculum@ucd.ie](mailto:curriculum@ucd.ie) for implementation.  For guidance on all other programme changes, please refer to the [UPB/Local Approvals Flow Chart](https://www.ucd.ie/registry/t4media/UPB%20Local%20Approvals%20Flowchart.pdf).  Structure changes must comply with the University’s [Academic Regulations.](https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=123) |

|  |  |
| --- | --- |
| **Form PDARF 16: Structure Change Proposal** | |
| **Existing Programme Title and Code**  *Please specify the relevant programme and major codes* |  |
| **Host Governing Board**  *Indicate Governing Board that is responsible for the programme and the proposed change. See Academic Regulations 1.3 – 1.4* |  |
| **Academic Year & Term**  *(eg; 2019/20 – January intake)* |  |

|  |
| --- |
| **Specified changes only to Programme Structure and Module List** *Please outline the changes you would like to make to the structure. Add rows as required.**Amendments to module trimesters cannot be made using this form. These changes should be requested and approved as an* [*exemption*](https://www.ucd.ie/registry/t4media/exemptions-1.pdf) *on the basis of exceptional circumstances.* |
|  |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Major/Minor Code** | **Indicate whether the request is to Add or Remove modules** | **Stage** | **Module Codes** | **Core/Option**  **(if Option, please specify the option rule that the module is to be added to/removed from, e.g. Rule A/B/C)** | **Credits** | **Trimester** | **Is the Module New (N), Existing (E) or from different higher education institution (D)?** | **Name of Institute (D)** | **Does Module (D) contribute to stage GPA and Award GPA?** | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |

|  |  |
| --- | --- |
| **Additional Comments**  Please provide any additional details if required and/or outline any updates to stage text or option rule text. |  |
| **Description of Rationale for Change**  Please provide details of the rationale for this change and any impact on students |  |

|  |  |  |
| --- | --- | --- |
| **SIGNATURE PAGE** | | |
| Electronic copies of all programme-related submission forms may be sent via email to [curriculum@ucd.ie](mailto:curriculum@ucd.ie) All such proposal forms **must also be signed by all signatories** (scanned copies of forms with signatures included are acceptable). Proposals which are not signed **will not be** implemented by the Curriculum Team. | | |
| **SIGNATURES**  *By signing this form, you are indicating that any necessary initial consultations have occurred at School and College-level and that the proposal has been reviewed and agreed by the Governing Board. Where a programme is shared between more than one School or College, please include all relevant signatures (duplicate as necessary):* | | |
| **Head of Initiating School**  (Print Name & Signature) |  | **Date:** |
| **Chair of Governing Board**  (Print Name & Signature) |  | **Date:** |
| **Date of Governing Board approval for this proposal** |  | **Date:** |