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# Form PDARF3: FROM 2019/2020 ONWARDS

# New Programme Academic Structure Proposal

**For Submission to the Governing Board and UPB (if applicable)**

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| **This form should be used when submitting a proposal from the academic session 2019-2020 onwards.**  A *PDARF2: New Programme Proposal* must have been completed and approved by the College Executive and the   University Management Team (UMT) before a PDARF3 form may be considered by Governing Board.  Complete form.  Submit to the relevant Governing Board for approval of the **academic** aspects. Following Governing Board approval, PDARF3 is then submitted to [curriculum@ucd.ie](mailto:curriculum@ucd.ie) for implementation or to [programmes@ucd.ie](mailto:programmes@ucd.ie) for approval by UPB depending on the [delegation of authority](http://www.ucd.ie/registry/t4media/UPB_local%20approval%20flow%20chart.pdf).  Where a proposal for a new programme involves any of the following criteria, approval must be sought from the  University Programmes Board (UPB) following Governing Board approval. In this instance, forms must be submitted to  [programmes@ucd.ie](mailto:programmes@ucd.ie) for inclusion on the UPB agenda.   1. Proposals involving collaborative provision 2. Proposals that involve non-standard entry criteria or require the creation of a new CAO entry code 3. Proposals to establish a Graduate Taught Pathway Programme 4. Proposals that result in [non-standard degree awards](https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=133); that is awards other than a BA, BSc, MA, MSc, MPhil, or PhD.   Where a proposal includes collaboration with an external partner *PDARF4: Collaborative Programme   Supplement* must be completed and attached to this form. Where a proposal relates to a thematic doctoral   programme *PDARF5: Thematic Doctoral Programme Supplement* must be completed and attached to this form.  Programmes are not considered approved and may not be advertised until UMT and Governing Board or UPB (if applicable) approval is granted. |

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| **Section 1: Programme Proposal Overview** |

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| 1.0 | **Date of UMT approval of PDARF2 for this proposal** |  |
| 1.1 | **New Programme/Thematic/Major/Minor Title**  *Please include full title (e.g., Bachelor of… or BA in…, Master of… or MSc in…, Higher Diploma of…, Graduate Diploma in…, Thematic Doctoral Programme in…, etc.).* |  |
| 1.2 | **Programme/Thematic Programme Director and associated School**  *Please include email address and telephone number.* |  |
| 1.3 | **Award Type**  *Please include the award type (please see the table presented under Academic Regulation 2.5* |  |
| 1.4 | **Award Level** (placement on NFQ)  *Please see Academic Regulation 2.5* |  |
| 1.5 | **Total Credit Volume of Programme and Programme Duration**  *Please see Section 3.1 of the Academic Regulations.* |  |
| 1.6 | **Full time/Part time (or both)**  *Please see Section 3.1 of the Academic Regulations.* |  |
| 1.7 | **Mode of Delivery**  *Mandatory as per Regulation 1.13 Programme Specification* |  |
| 1.8 | **Proposed Programme Start Date** *Please indicate whether September, January and/or May start programme.* |  |

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| 1.9 (a) | **Exit and/or Entry Strategies (and their credit volumes)**  *Please detail any programmes which are to be offered as exit or entry strategies to the proposed new programme (e.g. Grad Certs or Grad Dips which are part of a Masters).*  ***Note: UPB will retain approval of the establishment of undergraduate and graduate exit awards. Proposals for exit awards should be submitted to UPB via a programme change form (PDARF7).*** |  |
| 1.9 (b) | **Exit and Entry Strategies (and their credit volumes) – proposed pathway programme only**  *In the case of a proposal to establish a graduate taught pathway programme, please detail any programmes which are to be offered as entry and exit strategies to the proposed new Masters pathway programme.*  *Please refer to* Implementing the *Recognition of Prior Learning Policy*: graduate taught pathway programmes @ UCD *for information.* |  |
| **1.10** | **Initiating School(s), Graduate School(s) and College(s)**  *Please name the School(s) and College(s) primarily responsible for this programme.* |  |
| **1.11** | **Other College(s), Graduate School(s) and/or School(s) associated with the programme** Where programme is shared between more than one School and/or College, please list all. |  |
| **1.12** | **Host Governing Board and  Date of Approval**  *Indicate Governing Board that has agreed to assume responsibility for proposed programme. See Academic Regulations 1.3 – 1.11* |  |
| **1.13** | **Administrative Support** *Please state what office will provide administrative support to the programme.* |  |
| **1.14** | **Third Party Relationships**  *Please identify any third party organisation(s) external to UCD that will be involved in the delivery of the new programme, as well as a description of the relationship and the suitability of the partner to support the delivery of the programme.* |  |
| **1.15** | **Programme accreditation (in whole or in part) by a Professional, Statutory or Regulatory Body (PSRB)**  *Mandatory (if applicable) as per Regulation 1.13 Programme Specification* |  |
| **1.16** | **Proposed Review Date**  *Should this proposal be approved by the University Programmes Board, please indicate a proposed date for the first programme review.* |  |
| **1.17** | **Progression Requirements (if applicable)** *Regulation 5.3*  *Mandatory as per Regulation 1.13 Programme Specification* |  |

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| **Section 2: ACADEMIC PROGRAMME STRUCTURE** | | | | | | | | | |
| **2.1** | **Rationale for the Proposed New Programme**  *Insert a brief description of the factors which have contributed to the development of this proposal, with reference to how the programme fits into the relevant School/College/University Strategic Plans. Also highlight any crossover and/or collaboration across Schools or Colleges.* | | | | | | | | |
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| **2.2** | **Programme Learning Outcomes and Graduate Attributes** *Insert a brief description of the learning outcomes of the proposed programme with reference to the 5 domains of the UCD level descriptors: (1) Knowledge and understanding; (2) Applying knowledge and understanding; (3) Making judgements; (4) Communications and working skills; (5) Learning skills .* | | | | | | | | |
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| **2.2.1** | **Programme Learning Outcomes – additional information for proposed pathway programme** *In the case of a proposed graduate taught pathway programme, please outline (1) the learning outcomes of each of the constituent pathway programme awards and how they contribute/build to the learning outcomes of the Masters’ programme, (2) any sequence in which the learning must be taken and (3) the period of time for completing the pathway programme. Please refer to* Implementing the *Recognition of Prior Learning Policy*: graduate taught pathway programmes @ UCD *for further information.* | | | | | | | | |
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| **2.3** | **Teaching, Learning and Assessment Strategies** *Please provide information regarding the delivery of the proposed programme including a brief description of the teaching, learning and assessment strategies used, an indication of what, if any, blended learning or e-learning tools will be used and the options available for distance learning, part-time study or any other alternative mode of delivery.* | | | | | | | | |
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| **2.4** | **Entry Requirements for Admission**  *a) Academic/Professional – please specify the minimum entry requirements (i.e. all applicants who meet this criteria are eligible for consideration for an offer) b) Additional Admissions requirements – please indicate any additional (non-academic) admission requirements, such as Garda Vetting, Health Screening, Fitness to Practise.* | | | | | | | | |
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| 2.5 | **Award GPA Rule**  *Please provide information regarding the final degree award calculation for the proposed programme. Information regarding the possible options is available at Academic Regulation 2.7* | | | | | | | | |
| |  |  | | --- | --- | | **GPA Rule** | **Please Tick** | | 1. Final stage only |  | | 1. Final and penultimate stages (equal weight) |  | | 1. Final and penultimate stages (stage-weighted) |  | | 1. Three-stage weighted – For programmes with greater than 3 stages |  | | | | | | | | | | |
| 2.6 | **Programme Structure**  *Please provide details of the programme structure. Note that once the new programme has been approved, the detailed content of the programme structure will be available to edit via the Curriculum Management System within specific timelines.* | | | | | | | | |
| **Overall Programme Credit Structure per Stage**  *(Note: stage should not be confused with year, especially for part-time programmes delivered over two years but in one stage.)*  *Undergraduate programmes: normally 2-4 stages, Doctoral programmes normally over 2 stages, other graduate programmes normally over 1 stage.*  *Please see section 2 and 3 of the General Regulations, section 7 of the Regulations for Research Degrees, section 8 of the Regulations for Professional Doctorate Degrees and section 9 of the Regulations for the Degree of Doctor of Medicine (MD).* | | | | **Stage** | **Core** | **Option** | **Elective** *(undergraduate programmes only)* | **Total** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **Total** |  |  |  |  |
| **Associated Majors/Minors (undergraduate programmes only)**  *Please list all associated Majors and Minors, including an indication of the ratio of core:option:elective and total credits per stage.* | | | |  | | | | | |
| **2.7** | **Module List (for single major programmes only)**  *Please specify the core and option modules in the new programme by Stage. It is expected that this module list has been reviewed and agreed with the relevant Schools. This list is considered the definitive module list.* | | | | | | | | |
|  | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Module List**  *Please include proposed module subject code, module title, and whether the module is Core (C) or Option (O).* | **Stage** | **Level** | **Credits** | **Trimester** | **Is the Module New (N), Existing (E) or from different higher education institution (D) Module?** | **Institute (D)** | **Does Module (D) contribute to stage GPA and Award GPA?\*\*** | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |   **\*\*** Where a programme specification allows for modules to be taken in a different higher education institution, and **where grade equivalence tables are agreed and published in advance**, such modules may contribute to stage GPA and Award GPA as detailed by the Governing Board in the programme specification.   |  | | --- | | **Grade equivalence tables (where applicable)**  *Insert table here* | | | | | | | | |
| **2.8** | | **Module List – where programmes have more than one major or minor, (or entry/exit programmes or in a graduate taught pathway programme) please list each major or minor or entry/exit/pathway programme title, together with the relevant details regarding the respective modules including proposed subject code, Core (C) or Option (O), level, stage, , credits, etc.** *(add rows as required)* | | | | | | | |
|  | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Major/Minor or exit/entry/pathway programme Title:** | **Stage** | **Level** | **Credits** | **Trimester** | **Is the Module New (N), Existing (E) or from different higher education institution (D) Module?** | **Name of Institute (D)** | **Does Module (D) contribute to stage GPA and Award GPA?\*\*** | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |   **\*\*** Where a programme specification allows for modules to be taken in a different higher education institution, and **where grade equivalence tables are agreed and published in advance**, such modules may contribute to stage GPA and Award GPA as detailed by the Governing Board in the programme specification.   |  | | --- | | **Grade equivalence tables (where applicable)**  *Insert table here* | | | | | | | | |
|  | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Major/Minor or exit/entry/pathway programme Title:** | **Stage** | **Level** | **Credits** | **Trimester** | **Is the Module New (N), Existing (E) or from different higher education institution (D) Module?** | **Name of Institute (D)** | **Does Module (D) contribute to stage GPA and Award GPA?\*\*** | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |   **\*\*** Where a programme specification allows for modules to be taken in a different higher education institution, and **where grade equivalence tables are agreed and published in advance**, such modules may contribute to stage GPA and Award GPA as detailed by the Governing Board in the programme specification.   |  | | --- | | **Grade equivalence tables (where applicable)**  *Insert table here* | | | | | | | | |
| **2.9** | | **Adjunct and Visiting Staff**  *If the delivery of the programme involves contributions from adjunct staff, details of their involvement and responsibilities in relation to the programme should be provided. In addition, a short Curriculum Vitae for any adjunct staff associated with the programme should be appended to this form.* |  | | | | | | |

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| **SIGNATURES** | | |
| Electronic copies of all programme-related submission forms may be sent via email to [curriculum@ucd.ie](mailto:curriculum@ucd.ie) (or [programmes@ucd.ie](mailto:programmes@ucd.ie) **if any of the criteria listed on page 1 are met)**. 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 or included on the UPB meeting agenda. | | |
| *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 approved 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 the Governing Board**  (Print Name & Signature) |  | **Date:** |

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| **Date of Governing Board approval for this proposal** | **Date:** |