

**Form PDARF7: FROM 2019/2020 ONWARDS**

 **Programme Change 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.**Complete this form for changes to existing programmes – advice may be sought from the School and/or College, or via  curriculum@ucd.ie. Governance queries should be directed to University Secretariat via programmes@ucd.ie Submit to the relevant Governing Board for approval. Following Governing Board approval, PDARF7 is then submitted  curriculum@ucd.ie for implementation or to programmes@ucd.ie for approval by the University Programmes Board (UPB)  depending on the [delegation of authority](http://www.ucd.ie/registry/t4media/UPB_local%20approval%20flow%20chart.pdf). Where a proposal for a programme change 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 for inclusion on the UPB agenda.1. Changes to collaborative programmes or introduction of collaborative elements to an existing programme
2. Changes that introduce non-standard admission requirements
3. Creation of an exit award for undergraduate and graduate programmes
4. Changes require the creation of a new CAO entry code
5. Introduction to existing Masters’ Programme of Graduate Taught Pathway
6. Proposals that change the degree award to [a non-standard degree award](https://sisweb.ucd.ie/usis/%21W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=133), that is, awards other than a BA, BSc, MA, MSc, MPhil, or PhD or that lead to an award not listed in the University Awards Table (regulation 2.5).
7. Changes to programme governance (e.g. transfer of governance of a programme from one Governing Board to another)
8. Changes that require Academic Council approval (e.g. changes to matriculation requirements)
9. Retrospective changes

Where a programme change proposal includes collaboration with an external partner, *PDARF4: Collaborative Programme Supplement* must also be completed and submitted to programmes@ucd.ie with this form.  |

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| **Form PDARF7: Programme Change Proposal** |
| This section should be used to provide general information about the programme as it currently exists and the proposed changes to the programme. For reference, the University’s Academic Regulations may be accessed at [https://sisweb.ucd.ie/usis/!W\_HU\_MENU.P\_PUBLISH?p\_tag=GD-DOCLAND&ID=123](https://sisweb.ucd.ie/usis/%21W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=123) |

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| 1 | **Existing Programme Title, Code and NFQ Level***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.) and relevant programme and major code (e.g., MTHSC001\_X179), as well as NFQ Level (e.g. 7, 8, 9, 10).* |  |
| 2 | **Total Credit Volume of Programme and Programme Duration** *Please refer to existing credit volume and duration of programme.*  |  |
| 3 | **Nature of Change***Please give details of the change****Note: UPB will retain approval of the establishment of undergraduate and graduate exit awards. Programme change proposals for the establishment of exit awards should be submitted to UPB.*** |  |
| 4 | **Programme Director/Director of Thematic Doctoral Programme including School or Unit to which the Director/ Thematic PhD Director is associated***Please include email address and telephone number.* |  |
| 5 | **Host Governing Board***Indicate Governing Board that is responsible for the programme and the proposed change. See Academic Regulations 1.3 – 1.11* |  |
| 6 | **Governing Board Date of Approval** *Indicate the date of the Governing Board at which the programme change was approved.*  |  |
| 7 | **Mode of Delivery***Mandatory as per Regulation 1.13 Programme Specification* |  |
| 8 | **Proposed Start Date** *Please state when the changes are expected to take effect and what group of students will be affected by the change (e.g. for new intake only, or for existing students in current academic session, etc.).* |  |
| 9 | **Description and Impact of, and Academic Rationale For, Proposed Change***Please explain the rationale and necessity for the proposed change. Please also describe, in detail, how the proposed change will impact the programme, current students, future students, academic and administrative staff and the physical resources of the School/College/University.* |
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| 10 | **Programme Structure and Module List***Where relevant please specify the overall credit structure per stage and list of modules. Add rows as necessary or required.* |
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| **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?\*\*** |
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**\*\*** 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.

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| **Grade equivalence tables (where applicable)***Insert table here* |

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| 11 | **Progression Requirements (if applicable)***Regulation 5.3**Mandatory (if applicable) as per Regulation 1.13 Programme Specification* |  |

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| **SIGNATURE PAGE** |
| Electronic copies of all programme-related submission forms may be sent via email to curriculum@ucd.ie (or 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. |
| **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:** |