**Introduction –**

The Academic Proposal forms part two of a two phased process for the approval of new programmes and awards which fall under the National Framework of Qualifications. **No advertisements, marketing, or recruitment should be carried out until the full approval process is complete.**

**Process –**

**Figure 1 – Summary of Process**

1. Programme Proposer(s) are granted phase 1 approval by the Awards and Qualifications Committee following internal review by the Business Case Review Panel (BCRP) and preliminary approval by the RCSI Senior Management Team (SMT);
2. Courses should not be advertised until the full accreditation process is complete. In exceptional circumstances advertisements may be permitted by A&QC in advance of the full accreditation date. The term “accredited by RCSI/NUI” should not be used in any advertisements or course marketing material until the accreditation process is completed. The term “pending accreditation or approved in principal” may only be used for programmes given exceptional permission to advertise by the Chair of A&QC
3. Programme Proposer(s) must complete all sections of the Academic Proposal;
4. The purpose of the Academic Proposal is to ensure that all RCSI programmes and their respective learning outcomes, credits and assessments are designed in accordance with best practice. Programme Proposers are advised to read the following guidelines prior to embarking on the completion of the Academic Proposal:
	1. Framework Implementation Network - University awards and the National Framework of Qualifications (NFQ): Issues around the Design of Programmes and the Use and Assessment of Learning Outcomes (December 2009); <http://www.nfqnetwork.ie/A_Guide_to_designing_UNiversity_Awards_for_Inclusion_in_the_National_Framework_of_Qualifications/Default.132.html>
	2. ECTS Users Guide (February 2009);
	3. <http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide_en.pdf>
	4. NQAI, Policies and Criteria for the Establishment of the National Framework of Qualifications (Oct 2003);
	5. <http://www.nqai.ie/docs/framework/policies/polandcrit.pdf>
	6. NUI, Procedures and Regulations for the approval by Senate of (i) new programmes or (ii) programmes where there is a substantial change to the content and overall learning outcomes (appendix 1);
	7. NQAI (2003), Outline National Framework of Qualifications – Determinations made by the National Qualifications Authority of Ireland; <http://www.nfq.ie/nfq/en/public_resources/Nat_qual_authority.html>
	8. Descriptors of Major & Non-Major Awards and associated credit standards are available on the A&QC page of the Staff Portal Staff Portal <http://staff.rcsi.ie> (Staff Centre).
	9. ECTS Credits –1 credit equates to 25 hours.
	10. Harmonisation for Taught Masters – all part time taught masters should align with 90 ECTS credits and full time masters 120 ECTS credits.
	11. It is recommended that 25 – 40% of contact hours represents direct contact. However, flexibility around this guideline is permitted based on the pedagogic rationale at different points in the curriculum.
5. Mentorship and Advice
	1. In the first instance programme proposers should seek advice from an experienced member within the school/institute where the programme will be delivered and run (i.e. Schools of Medicine, Pharmacy, Physiotherapy, Nursing, Postgraduate Studies or Institute of Leadership).
	2. The Quality Enhancement Office (QEO) may offer advice around assessment blue printing and learning outcomes, by appointment.
	3. Further guidelines are available from the A&QC information page on the staff portal Staff Portal <http://staff.rcsi.ie> (Staff Centre).
	4. The A&QC secretariat can provide advice about the process, timeline and general enquiries awardsqualifications@rcsi.ie
6. The Academic Proposal will be considered by the A&QC secretariat and if satisfactory, will progress through a detailed quality assurance process including an internal review by A&QC and its members and an external review by assessors appointed jointly by RCSI and the National University of Ireland (NUI). These are experts who could potentially be appointed as course external examiners. If the form does not meet the basic A&QC standard it will be returned to the programme proposer for further detail.
7. Professional/Regulatory requirements will be considered by A&QC, however, the mapping of awards (type and level) to the NFQ will be decided by RCSI, the degree awarding body, in consultation with NUI during the A&QC accreditation process.
8. Following internal/external review the final application will be sent to Academic Council, the RCSI Medicine and Health Sciences Board and NUI Senate for formal ratification.
9. A detailed overview of this process is available from the Awards and Qualifications Information page on the Staff Portal <http://staff.rcsi.ie> (Staff Centre).
10. The duration of the approval process will vary depending on the nature of the proposed award. Programme Proposers will be given an estimated timeline for completion of approval on receipt of the Academic Proposal. . However, it is estimated that the approval process will take 9 – 12 months from the receipt of the initial Business Case Proposal Form. A deviation from the formal timeline may be agreed in exceptional commercial circumstances subject to instruction from the Senior Management Team.
11. The A&QC Secretariat will always aim to facilitate programme proposers in fulfilling accreditation requirements in a timely manner however the quality of the process will not be compromised. Deadlines for Academic Council, Medicine & Health Sciences Board and NUI Senate approval must be adhered to.
12. Programme proposers will receive formal communication from the Chair of A&QC when a programme has received full accreditation status. On receipt of this letter formal advertising and recruitment may commence.

**Please return completed applications to –**

RCSI Awards and Qualifications Committee

Student, Academic and Regulatory Affairs (SARA)

123 St. Stephen’s Green

Dublin 2

Phone – 01 402 2761

Email – awardsqualifications@rcsi.ie

**1. LEAD PROGRAMME PROPOSER**

List the name and contact details of the lead liaison person for communication with the Awards and Qualifications Committee

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Department |  |
| Address |  |
| Landline |  |
| Mobile Number |  |
| Email |  |
| Signature  |  |
| Date |  |

**2. BUSINESS SPONSOR**

The Business Sponsor must be a member of the RCSI Senior Management Team or Head of School or Academic Department. Exceptions may be granted following consultation with the Chairman of the RCSI Awards and Qualifications Committee.

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Department |  |
| Address |  |
| Landline |  |
| Mobile Number |  |
| Email |  |
| Signature |  |
| Date |  |

**3. PROGRAMME OVERVIEW**

|  |  |
| --- | --- |
| Title |  |
| School/Department  |  |
| External Collaborative Institution(s) | **YES / NO**  |
| If Yes, please provide name of collaborating institution(s) and co-ordinator(s) |  |
| If yes, please outline any operational or financial considerations  |  |
| Programme Aims:  |  |
| Proposed Award\* |  |
| Programme Code\* |  |
| Award Type (Major, Minor, Supplemental, Special Purpose)\* | ***(If Minor, please indicate which major award this programme is linked to)*** |
| Undergraduate, Postgraduate or Other? |  |
| National Framework Qualifications (NFQ) (IRL) Level\* |  |
| European Qualifications Framework (EQF) Level\*  |  |
| Bologna Framework Cycle\* |  |
| Overall Programme Volume (ECTS credits)\* |  |
| Projected Advertising Date |  |
| Projected Start Date |  |
| Entry requirements  |  |
| Student Progression & Transfer  |  |
| Professional/Regulatory Considerations\*\* | **YES / NO** **If YES,** **Name of Regulatory Body:** **Please append verification of status of accreditation with relevant external regulatory bodies (i.e. communication, supporting documentation etc.)** |

\*see A&QC page on RCSI Staff Portal

\*\*Please note that whilst Professional/Regulatory requirements will be considered by the A&QC the mapping of awards (type and level) to the NFQ will be decided by RCSI, the degree awarding body, in consultation with NUI during the A&QC accreditation process.

**4. PROGRAMME LEVEL LEARNING OUTCOMES**

“Each major award to be included in the framework should be designed around a series of programme outcomes, which are expressed in Framework terms (i.e. uses the appropriate Framework and award type descriptor with its eight sub-strands of knowledge, skill and competence)”[[1]](#footnote-1). Please list Programme Level Learning Outcomes for this course. Please see the following guidelines for further information:

 <http://www.nfqnetwork.ie/A_Guide_to_designing_UNiversity_Awards_for_Inclusion_in_the_National_Framework_of_Qualifications/Default.132.html>

|  |  |
| --- | --- |
| **Descriptors** | **Programme Learning Outcomes** |
| Knowledge Breadth |  |
| Knowledge Kind |  |
| Know How and Skill – Range  |  |
| Know How and Skill – Selectivity |  |
| Competence – Context |  |
| Competence – Role |  |
| Competence – Learning to Learn |  |
| Competence – Insight  |  |

**5. PROGRAMME FORMAT**

Please provide quantitative information regarding the scale of the programme

|  |  |
| --- | --- |
| Full or Part Time  |  |
| Academic Term (i.e. October – September or other) |  |
| Duration (Years) |  |
| Total Contact Hours on RCSI campus per annum |  |
| Number of Participants per Annum (please append rows/columns as appropriate) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| **Intake 1** |  |  |  |  |
| **Intake 2** |  |  |  |  |
| **Intake 3** |  |  |  |  |
|  |  |  |  |  |

 |
| Delivery Mode(s) (i.e. Classroom, Online, Blended Learning) |  |

**6. MODULE SUMMARY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module Title(s)**  | **Credits** | **Year/Semester** | **Delivery Method** | **Coordinator** |
| 1.  |  |  |  |  |
| 2.  |  |  |  |  |
| 3.  |  |  |  |  |
| 4.  |  |  |  |  |
| 5.  |  |  |  |  |
| 6.  |  |  |  |  |
| 7.  |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
|  |  |  |  |  |

**7. OVERVIEW OF MODULE LEVEL LEARNING OUTCOMES**

Please refer to part 1, Framework Implementation Network - University awards and the National Framework of Qualifications (NFQ): Issues around the Design of Programmes and the Use and Assessment of Learning Outcomes (December 2009)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module**  | **Learning Outcome(s)** | **Knowledge (Kind, Breadth)**  | **Skill (Range, Selectivity, Context)** | **Competence (Context, Role, Learning to Learn)** |
|  |  |  |  |  |
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**8. MODULE / PROGRAMME OUTCOMES MATRIX**

This exercise helps the programme designer to ensure that all programme outcomes are mapped at modular level. Please refer to page 85, Framework Implementation Network - University awards and the National Framework of Qualifications (NFQ): Issues around the Design of Programmes and the Use and Assessment of Learning Outcomes (December 2009). Please show how the module level learning outcomes and programme level learning outcomes are mapped.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **PO1** | **PO2** | **PO3** | **PO4** | **PO6** |  |  |  |
| **MOD1** |  |  |  |  |  |  |  |  |
| **MOD2** |  |  |  |  |  |  |  |  |
| **MOD3** |  |  |  |  |  |  |  |  |
| **MOD4** |  |  |  |  |  |  |  |  |
| **MOD5** |  |  |  |  |  |  |  |  |
| **MOD6** |  |  |  |  |  |  |  |  |
| **MOD7** |  |  |  |  |  |  |  |  |
| **MOD8** |  |  |  |  |  |  |  |  |
| **MOD9** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**9. ASSESSMENT OVERVIEW**

Please provide an overview of the assessment methodologies to be adopted for the assessment of learning outcomes. Include an indication of whether the assessment will be summative or formative and also the type of assessment tools used. Please refer to part 3, Framework Implementation Network - University awards and the National Framework of Qualifications (NFQ): Issues around the Design of Programmes and the Use and Assessment of Learning Outcomes (December 2009). This exercise helps the programme designer to ensure that all assessments are relevant to the desired and stated learning outcomes (see page 88)

|  |  |  |  |
| --- | --- | --- | --- |
| **Module**  | **Assessment Tool/Instrument** | **Weighting** | **Learning Outcome being assessed including knowledge (K), Skill (S), Competence (C)** |
|  |  |  |  |
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**10. MODULE / Assessment Matrix**

Please append an overall high level assessment blueprint showing how all modules are assessed. For Major Awards a set of module-specific (detailed) blueprints showing how each module is assessed should be appended. Templates are available from the Quality Enhancement Office and on the A&QC page of the staff portal.

This exercise helps to ensure a balance of assessment across all module learning outcomes. Please refer to page 88, Framework Implementation Network - University awards and the National Framework of Qualifications (NFQ): Issues around the Design of Programmes and the Use and Assessment of Learning Outcomes (December 2009).

**11. SUMMARY MARKS & STANDARDS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module Title(s)  | Credits | Pass Mark\* | Compensation Rules | Progression Rules |
| 1.  |  |  |  |  |
| 2.  |  |  |  |  |
| 3.  |  |  |  |  |
| 4.  |  |  |  |  |
| 5.  |  |  |  |  |
| 6.  |  |  |  |  |
| 7.  |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
|  |  |  |  |  |

\*The pass mark for RCSI programmes is 50% unless otherwise agreed

Please append a full set of Marks & Standards including compensation rules and pass and progression criteria.

**12. DETAILED MODULE DESCRIPTORS**

Please provide the following information for **EACH** module.

|  |  |
| --- | --- |
| Title |  |
| Total Credits (1 = 25 hours student effort) |  |
| Credit Hours (please note that 5 credits should equate to a minimum of 30 hours direct lectures + supporting learning activity)  | **Didactic Lectures****Focus Groups/Small Group Teaching****Online/Blended Learning Activity****Laboratory** **Simulation****Continuous Assessment****Field Work/ Rotations/Apprentice/ Observership****Independent Learning Time****Exam Preparation/Study/Revision****Examination Sittings/Assessment****Research****Other** |
| Module Rationale |  |
| Module Aims |  |
| Learning Outcomes |  |
| Elective or Mandatory |  |
| Proposed Syllabus | **Please append** |
| Reading List | **Please append** |
| Delivery Mode(s)  |  |
| Assessment Methods |  |
| Indicative Weekly Timetable – Classroom/Direct Contact | **Please append** |

**13. EXIT AWARDS (for Major Awards only)**

Are there any Exit Awards incorporated or is the programme? Please refer to part 1, Framework Implementation Network - University awards and the National Framework of Qualifications (NFQ): Issues around the Design of Programmes and the Use and Assessment of Learning Outcomes (December 2009)

|  |  |  |
| --- | --- | --- |
| **Proposed Exit Awards Title** | **Credits** | **Point of Exit** |
|  |  |  |
|  |  |  |
|  |  |  |

**14. PROPOSED EXTERNAL ASSESSOR(S)**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Department |  |
| Address |  |
| Landline |  |
| Mobile Number |  |
| Email |  |
| Declaration of Relationship  |  |
| Rationale for Selection  |  |

**CHECKLIST –**

|  |  |
| --- | --- |
| **Completed Academic Proposal** |  |
| **Regulatory Body Supporting Documentation** |  |
| **Proposed Syllabus**  |  |
| **Reading List**  |  |
| **Detailed Assessment Blueprint**  |  |
| **Detailed Marks & Standards** |  |
| **Indicative timetable** |  |

**SIGNATURES –**

|  |  |
| --- | --- |
| **Programme Proposer Name** |  |
| **Signature** |  |
| **Date** |  |
| **Business Sponsor Name** |  |
| **Signature** |  |
| **Date** |  |

**Please direct any queries to –**

RCSI Awards and Qualifications Committee

Student, Academic and Regulatory Affairs (SARA)

123 St. Stephen’s Green

Dublin 2

Phone – 01 402 2761

Email – awardsqualifications@rcsi.ie

1. <http://www.nfqnetwork.ie/A_Guide_to_designing_UNiversity_Awards_for_Inclusion_in_the_National_Framework_of_Qualifications/Default.132.html> [↑](#footnote-ref-1)