Procedure for the Development & Approval of Programmes

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Purpose	To guide staff on the process for the development and approval of programmes
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Who needs to know about this document	Registrar, Executive, Heads of Faculty, Heads of Department, Programme Co-ordinators, all academic staff
Revision History	Revision of V.4
Policy Author	Registrar
Policy Owner	Registrar, Academic Council and Executive

1. Purpose

The purpose of this procedure is to ensure that programmes leading to awards, up to and including taught Level 9, developed by the Institute meet the following overarching objectives:

- Compliant with the strategic and academic plan of the Institute
- Fulfil an identifiable need for industry
- Comply with relevant national policies and procedures
- Are of appropriate academic breadth and depth with assessable learning outcomes that are consistent with the levels of knowledge skill and competence as prescribed by the National Framework of Qualifications (NFQ)
- Maximise opportunities for learners to avail of access, transfer and progression routes, including the flexible and innovative use of Recognition of Prior Learning (RPL)
- Can be adequately resourced - academic, physical and human resources - and can be provided within a supportive and engaging intellectual and skills-based learning environment

2. Scope

This procedure applies to all IADT developed programmes. However, for those programmes leading to joint awards, or for those programmes developed or delivered in partnership with a third party, additional policies apply. For example, the 'Quality Assurance of Collaborative Programmes' which incorporates the Policy & Procedure for Quality Assurance of Collaborative Programmes, including Transnational Programmes and Programmes leading to Joint Awards.

3. Organisational Responsibility

The Registrar has responsibility for Institute-wide academic planning and quality assurance in academic matters and collaborates with the Faculties in the progression and management of such matters.

The Secretary/Financial Controller collaborates with Faculties in the preparation and management of pay/non-pay budgets and projects of a capital nature, and in the development of business plans for proposed new programmes.

4. Overview of process for development and approval of programmes

The development and approval process consists of the following steps:

1. Programme initiator brings programme development proposal to Faculty executive for approval to proceed

2. Outline programme proposal is presented to the Programme Validation Committee (PVC) for approval to proceed

3. Faculty Executive develops a Business Plan in consultation with the Directorate of the Secretary Financial Controller. The Head of Faculty presents Business Plan to the Executive for approval

4. Programme development commences

5. The programme document (See Appendix 2) is presented to the Programme Validation Committee for approval.

6. The decision of the PVC committee is noted at Academic Council along with a formal Minutes from the Executive approving the Business plan and permission is requested to convene an external validation panel

7. Registrar organises the external validation panel in consultation with the Faculty Executive

8. Panel conducts a site visit, prepares a report and makes a recommendation to IADT on the approval of the programme

9. The programme development team responds to the findings of the panel within 6 weeks with a specific response to each panel finding and also with an updated programme proposal where relevant

10. The Registrar submits to Academic Council, a recommendation that the panel validation be endorsed, presenting the Panel Report and the Response of the Institute to the Council, including any changes to the proposed programme

11. Academic Council notes the validation of the programme

12. Governing Body notes the programme validation

5. Changes to existing programmes

Where a change is required to an existing programme, if the change effects less than 10% of the programmes as determined by the number of credits effected, and provided the title of the programme is unchanged, then in that instance the change can be approved by the Programme Validation Committee (PVC) without recourse to the full process outlined above.

If a change is proposed to an existing programme and/or a change to the title of a programme is proposed then the process outlined above must be followed and the programme validated by an external panel.

6. Timelines

In the case of undergraduate programmes, notification to the CAO and other interested groups will normally require a minimum of 24 months' notice, exceptions can be made in the case of compressed development schedules such as might be required for Springboard Programmes.

In the case of postgraduate or SPA programme this time limit may be reduced but should normally require 12 months' notice.
It is important that new programme proposals are submitted with sufficient time before the proposed starting date, to allow time for the validation process to take place.

7. Submission of Outline Programme Proposal
- Once Faculty Executive approve the development of a programme the programme initiator develops an outline programme proposal for presentation to PVC
- The Outline Programme proposal form (Appendix 1) is completed and forwarded to the Registrar, one week in advance of the PVC meeting
- An outline programme proposal should include brief details of the following items :

  o How the Programme fits within the strategic/academic plan for the Faculty/Institute
  o Rationale for the programme
  o Demand for the programme
  o Indicative enrolment targets
  o Employment opportunities, support from potential employers
  o Programme aims and objectives
  o Programme Intended learning outcomes with

- ▪ Indicative structure and content
- ▪ Indicative pedagogical approach
- ▪ Assessment strategy to include modes of assessment, assessment schedule, mapping of module learning outcomes
  - o Opportunities for Erasmus and other international exchange students
  - o How the Programme responds to the needs of life-long learners for flexibility, e.g. blended learning
  - o Requirements for Library/Learning Resources
  - o Requirements for ICT resources
  - o Any other requirements, e.g. specialised resources, dedicated space
  - o Proposed membership of Programme Development Board

Presentation of this initial outline provides PVC with an opportunity to provide feedback to the proposers and provides a basis for endorsing the development of the detailed Programme Specification.

8. Submission of Business plan

In addition to seeking the approval of PVC, the Head of Faculty will submit a Business Plan detailing financial and staffing plans for the new programme to the Executive management team, for review of potential costs associated with a new programme of study to be offered by the Institute. Examples of such potential costs should include, but not be limited to the following:

8.1 Students
- Planned student intake per year
- Level of Programme
- Programme designation (BA, BSc, MA, MSc etc.)
- Demand for provisions (pipeline)
- Analysis of similar offerings/provisions

8.2 Pay
- Academic staff required to deliver the programme
- Part time hours' budget
- Technician staff required
- Tutor Demonstrator posts required
- Visiting Lecturers

8.3 Non Pay
- Programme materials
- Programme development fees
- Advertising/Promotion
- Recruitment Costs
- Travel and Subsistence
- Equipment costs
- Learner Support costs
- Staff training costs
- Library costs
- Insurance
- Detailed space and facility needs

Once the Executive approves the Business Plan, the programme proposer can establish the programme development team.

9. Programme Design and Development

With the approval of Outline Planning from PVC and the approval by the Executive for the Business Plan, the Faculty will undertake the detailed research, development and drafting process required to prepare a detailed programme document to meet the requirements of the Institute. A programme document template is available (Appendix 2) to assist this work.

A Programme Development Board will normally be established, which will include the relevant internal academic experts. External experts may be co-opted to this Board to assist the design process.

Typically research will include
- stakeholder feedback on the demand for and benefits of the proposed programme
- a benchmarking exercise in respect of similar programmes in Irish and international HEIs

It is expected that programme development teams will make use of various pedagogical resources in enhancing a learner-centred approach, for example considering diversity in the type of teaching and assessment strategies to be used. The Teaching and Learning Committee maintains an up to date resource listing that will be of assistance.

10.   Programme document submission

- The final draft of the Programme Document should be submitted by the Faculty to the Registrar for inclusion on the agenda of PVC. The document to be forwarded one week in advance of the committee meeting.
- PVC should formally confirm that Executive has approved the business plan.
- Where PVC indicate that major revision to part or all of the Programme Document is required the revised document should be submitted in full to a subsequent PVC meeting.
- The final copy of the Programme Document, as approved by the Programme Validation Committee will be forwarded by the Head of Faculty to the Registrar, who is then responsible for organising the Programme Validation Process.

11.   Validation Process

9.1 Steps in the Validation process

- A Programme Validation panel is convened by the Registrar in consultation with the Faculty Executive
- The Office of the Registrar organises for the panel to visit the campus to meet with the programme team, visit the facilities and evaluate the programme
- Panel makes its findings and develops a report that include their conditions/recommendations
- Programme Team considers the conditions/recommendations of the Panel and modifies the programme accordingly, or withdraws the programme from the validation process
- Office of the Registrar communicates the response of the Institute to the Panel Chair
- The Panel Chair makes final statement
- The Registrar brings a recommendation to the Academic Council, attaching the Panel report and the Institute response
- Academic Council note the panel decision
- The final version of the programme document is stored on the Institute Document Store.

9.2 Establishing a Programme Validation Panel

The Registrar is responsible for appointing the Validation Panel. The two criteria for membership of a panel are:
a) Relevant competence
b) Independence from IADT and any of the internal parties

The panel typically comprises three to six persons:
- Appropriate senior person from another Higher Education Institute (HEI) to act as Chair

- Academics from a HEI with expertise in the area of the proposed Programme
- Industry/Business expert(s) to reflect employer needs
- Normally a gender balance will be maintained.

Panel members are asked to inform the Institute of any conflict of interest.

9.3 Programme Validation Criteria

The Validation Panel is asked to evaluate the proposed programme to assess how it meets the following key criteria:

- *Strategic Mission*: The programme aligns to the strategic plan and objectives of the Institute

- *Access/Entry* Standard: The *prerequisite learning* for participation in the programme and any other assumptions relating to the programme's *target learners* are explicit.

- Outcome Standard: The Minimum Intended Programme Learning Outcomes (MIPLOs) are consistent with the relevant *awards standards* and the National Framework of Qualifications (NFQ) *award-type descriptors***.**

- Learning: The programme can enable its *target learners* to attain the *minimum intended programme learning outcomes (MIPLOs*) through reliable assessment, efficiency in terms of learner effort and workload, and a stimulating learning environment, cognisant of a diverse cohort of learners.

9.4 Panel Evaluation

The panel members are asked to come to a consensus view as to whether the proposed programme meets the specified criteria. The panel members' decision can be;
- *Satisfactory*, programme approved without changes
- *Satisfactory, with some recommendations*. In this case the Institute will endeavour to comply with the panel's recommendations
- *Satisfactory, subject to proposed special conditions*. In this case, the condition(s) must be met by the programme team in order for the programme to proceed
- *Not satisfactory*

9.5 Panel Visit

Each panel member will receive a soft and/or hard copy of the documentation.

During the visit to the Institute, the Panel will typically follow a full-day agenda as follows:
- Initial session, private to Panel
- Panel meets with President, Registrar and Head of Faculty and/or other senior staff
- Panel meets with Head of Faculty/ Head(s) of Department and academic staff associated with the proposal
- A tour of Institute facilities follows
- Panel meets in private session to consider its findings
- Panel meets with President, Registrar and Head of Faculty to orally convey a summary of its findings
- The Institute will provide a recording secretary to take Minutes of the proceedings and to provide any other administrative needs

9.6 Validation Report

The recording secretary will provide a draft report to the panel within ten days. The Panel Chair and recording secretary will liaise on completing any changes and amendments to the report. The final report will be sent to the Registrar's office within four weeks of the initial draft being circulated.

9.7 Responding to the Panel Findings

The Programme Team will compile a response to the panel recommendations/conditions. The response will outline how any conditions stipulated by the panel will be addressed, to include a timeframe within which the condition(s) will be met. The response will also include a rationale for how the recommendations of the panel may or may not be incorporated into the programme structure.

On completion of this work, the full programme response will be submitted by the Head of Faculty/Department to the Registrar for verification that the conditions or recommendations as laid down by the external validation panel have been satisfactorily addressed. The Registrar's Office forwards the Faculty response to the Panel Chair to confirm any conditions or recommendations have been addressed.

The Registrar's Office ensures that the revised programme document is subsequently available to all members of the external validation panel.

12.   Commencement of the Programme

Subject to the findings of the validation panel, the Registrar submits to Academic Council a recommendation that the programme commence, presenting the Panel Report and the Response of the Institute to the Council, including any changes to the proposed programme

Academic Council considers the recommendation and approves the commencement of the programme.

13.   Funding Authority approval to offer the Programme

Once a programme has been validated the Institute must advise the Higher Education Authority (HEA). In this context the Institute must ensure that all conditions relating to staffing and resourcing of the programme are provided for in the context of the programmes and budgets estimates provided to the HEA.

14.   Ongoing monitoring and periodic review

The Programme Board is established and a Programme Co-ordinator is designated. The programme is reviewed on an ongoing basis.

- The programme is subject to annual review by the Programme Board
- A report from the Programme Board is presented annually at Academic Council

Appendix A - Outline Programme Proposal Form

Outline Programme Proposal Form

To be completed & forwarded to Registrar for review by Programme Validation Committee

Faculty: _____ **Department:** _____

Proposer: _____ **Head of Faculty signature**: _____

Proposed Programme/Module Title: _____

Level of award: _____ **Programme Designation:** _____

Rationale *(this should include a* <u>*brief*</u> *description of the following items)*

Describe in brief how the programme fits with IADT & Faculty strategic plan:

_____

_____

_____

Demand for this programme:

_____

_____

_____

Indicative enrolment targets:

_____

_____

Employment opportunities:

_____

_____

Other:

_____

_____

Programme details *(this should include a* <u>brief</u> *description of the following items)*

Programme Aims & Objectives:

_____

_____

_____

Programme intended learning outcomes:

_____

_____

_____

Indicative structure & content:

_____

_____

_____

Indicative pedagogical approach:

_____

_____

Outline Assessment strategy:

_____

_____

Other: (eg. Erasmus, lifelong learner needs)

_____

_____

Resource requirements *(this should include a* <u>brief</u> *description of the following items)*

Requirements for ICT resources:

_____

_____

Other requirements e.g. specialised resources, dedicated space:

_____

Proposed membership of programme development board

_____

INSTITUE OF ART DESIGN AND TECHNOLOGY

BOOK OF MODULES

TEMPLATE

Template for Programme Document

Module Documentation Template

Module Title

Headline Information about the Module					
.					

NFQ Level	Semester	Stage	Module Code	Module Credits	Credit Unit
					ECTS

Department Title	Department of			
Parent Programme(s)				
Entry Requirements	As per programme entry requirement			
Capstone Module	Yes		No	
Learning Modes	FT			
Duration				
Average Contact Per Week				
Module-specific physical resources and support required per centre (or instance of the module)				
Specification of the qualifications and experience required of staff				

Analysis of Required Learning Effort

Classroom, Lectures & Practical Demonstrations	Mentoring & Small Group Tutoring	Other - Specify Activity	Directed E-Learning (Hours)	Independent Learning (Hours)	Other Hours	Other Hours	Other Hours	Total Effort

Distribution of Assessment (within this Module)

Continuous Assessment	Supervised Project	Proctored practical examination	Proctored written examination	Other (include detail)	Total

Module Aims and Objectives

Global Aims and Objectives	
Minimum Intended Module Learning Outcomes (MIMLOs)	
Rationale for Inclusion of the Module in the Programme and its contribution to the overall IPLOs	
Information Provided to Learners about the Module	
Module Content, Organisation and Structure	.

Semester/Week No	Priority Topics/Classroom Activity/Student Activity	Modes of Learning and Self-Directed Study Strategies
Stage 1		
Stage 2		

Stage 3			
Stage 4			
Stage 5			
Stage 6			
Stage 7			
Stage 8			
Stage 9			
Module Teaching and Learning Strategy (including Formative Assessment)			
Work-Based Learning & Practice-Placement			
E-Learning			
Module Physical Resource Requirements			
Reading Lists	**Essential and Recommended Reading**		
	Secondary and Supplementary Reading		
Other information and learning resources			
Specifications for Module Staffing Requirements	.		

Module Summative Assessment Strategy

Element	Weighting	Description	LO(s) assessed	Deadline/WK#

Sample Assessment Materials					
Repeat Mechanism					