Course proposals should be fully approved by Council in a timeframe that allows sufficient lead in time, ahead of the planned admission date, for:

- Listing in the CAO Handbook and UG Prospectus for CAO-entry courses (minimum 16/17 months)
- Sufficient time to market direct-entry courses if not included in the UG Prospectus for year of entry (x months)
- Course set-up

Other Departments

Academic Registry

TU/Dublin Undergraduate Studies

USC

External Revenue

Council

School/Faculty

TTL/Dean of Undergraduate Studies

External Reviewer

Council
<table>
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<tr>
<th>Step</th>
<th>Approval Phase</th>
<th>Follow-on Processes</th>
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<td>13</td>
<td>Proposer/DUTL considers and responds to TTL/DUGS on External Reviewer's comments</td>
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<td>14</td>
<td>TTL/DUGS reviews Proposer/DUTL's comments on Course Proposal</td>
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<td>15</td>
<td>TTL/DUGS reviews School changes or comments to Course Proposal</td>
<td>Final Course Proposal prepared for Council</td>
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<td>16</td>
<td>DUGS presents Course Proposal at Council</td>
<td>End of Process</td>
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Other Department

Academic Registry

TTL/Senior Lecturer

UGSC

External Review

Council

Under Graduate Course Proposal Approval Process

- **School/Faculty**
  - From Step 10
  - External Reviewer provides comments back to TTL/S.

- **Other Department**
  - ISS (SUSU) set up course structure in CMIS and promote the course application on the web
  - Secretary's Office extracts Calendar Entry from Proposal and enters into Calendar
  - CAPSL set up on Blackboard

- **Academic Registry**
  - AR set up Course Structure in SITS
  - Academic Registry registers course on QQI International Register

- **TTL/Senior Lecturer**
  - TTL/DUGS reviews comments and returns to Proposer/DUTL
  - TTL/DUGS reviews Schools changes or comments to Course Proposal

- **UGSC**
  - School Admin allocate modules to course structure in CMIS and assign students to modules