



**Trinity College Dublin
The University of Dublin**

Reference Information for Schools/non-Schools on programme/stand-alone module
proposal Development

Delays can occur in programme/stand-alone module proposal development as roles and responsibilities relating to the process are not always evident. The guidance provided under 'Developing a new programme/stand-alone module for credit' aims to streamline the process by providing clarity on roles and responsibilities. Additional guidance on proposal development is available from Academic Affairs and the [Academic Affairs website](#).

Developing a new Programme/stand-alone module for credit¹ (including micro-credentials)

The following applies to the development of programme/stand-alone module (for credit) proposals within Schools:

- A proposal is developed, completed, and submitted by an academic member of staff (rather than adjunct or research staff) who is leading the development of the new programme/module and will act as the programme/module director or coordinator. This member of staff will be the designated contact with Academic Affairs. If it is decided locally to delegate the drafting of the proposal to another member of staff, the drafts and final version submitted to Academic Affairs for review will have been reviewed and signed-off on by the designated contact (the proposer henceforth).
- The proposer submitting a proposal will be a member of the School that has ownership of the programme/module.
- Proposals for Structured PhD Credit-Bearing Modules (Categories 2,3) should be developed by an academic member of staff who will act as the module co-ordinator.
- Work on a programme proposal does not commence until a final decision has been made on the appropriate programme structure (at postgraduate level)/architecture (at undergraduate level) by the School following discussion with Academic Affairs.

¹ A stand-alone module for credit is a module offered with a defined academic credit value that may be taken on its own or within a programme of study (e.g. undergraduate Trinity Elective).

The following applies to the development of programme/stand-alone module proposals outside of Schools (e.g. Tangent):

- A proposal is developed, completed, and submitted by a senior member of staff (in association with the Academic/Programme Director) who is leading the development of the new programme/module. This member of staff will be the designated contact with Academic Affairs.
- Work on a proposal does not progress until a final decision has been made on the appropriate structure (at postgraduate level) or architecture (at undergraduate level). The programme structure/architecture is agreed following discussion with Academic Affairs and engagement with the target audience (if a postgraduate programme) on the structure that best meets their needs.
- Proposals for new modules that exist outside of Schools such as Structured PhD Credit-Bearing Modules (Category 4) should be developed by a member of the core staff of the unit/division concerned who will act as the module co-ordinator.
- Academic Affairs will provide advice and guidance throughout the process.

Academic Affairs consultation and guidance consists of the following:

- Pre-programme/module development consultation.
- Guidance on programme/module design and development.
- Review and provision of feedback on the proposal prior to submission to the Academic Committees for consideration and approval.
- Progression of the proposal to USC/GSC and to Council.
- Arranging an external review of a programme as appropriate.
- Consultation and discussion with the Senior Lecturer/Dean of Graduate Studies as appropriate.