



Submission of Course Proposals to GSC – Key Dates for the Academic Year 2023/24

Course proposals will be considered at the GSC meetings indicated below for the academic year 2023/24. The course proposal development process begins at least 3-4 months prior to a GSC meeting (with some variability in timeframes to accommodate the Christmas break etc). The initial meeting with Academic Affairs to discuss the course proposal will consider the timeline for the development of the proposal and the GSC meeting that the course proposal will be presented to. As course proposals can take considerable time to develop the GSC meeting date discussed at this meeting is subject to change. This is due to course proposals taking longer to develop than originally envisaged, unforeseen circumstances, and the number of course proposals under review/consideration at the time.

In addition, the following processes need to be considered when planning the development of course proposals:

- discussion of the proposal with other Schools (where there is overlap with another subject/discipline),
- the timing of School Executive Committee meetings, and Faculty Dean/Executive approval.

Course proposals also need to go for external review (can be prior to GSC, alongside GSC, or following GSC) and this process can take a minimum of four weeks.

Delays may occur that will impact on the timelines indicated below and the consideration of the proposal by GSC.

Courses due to commence in September 2024 will require a draft proposal to be submitted to Academic Affairs by the end of Michaelmas term.

Schools intending to develop a new course for consideration by GSC in 2023/24 are asked to complete the [expression of interest form](#) by 12 June 2023. Academic Affairs will organise a workshop/information session on new course development for Schools that have submitted an expression of interest form on the afternoon of 15 June.

GSC 12 October 2023

Submission of final draft of course proposal to Academic Affairs (3 weeks prior to GSC meeting – 21 September 2023).

Development of course proposal – timeline:

- 31 July 2023 (at least 15 weeks before GSC) – initial contact with Academic Affairs
- 20 July 2023 (12 weeks before GSC) – 1st draft submitted to Academic Affairs
- 7 September 2023 (5 weeks before GSC) – changes made as necessary

GSC 9 November 2023

Submission of final draft of course proposal to Academic Affairs (3 weeks prior to GSC meeting – 19 October 2023).

Development of course proposal – timeline:



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

- 17 August 2023 (at least 12 weeks before GSC) – initial contact with Academic Affairs
- 14 September 2023 (8 weeks before GSC) – 1st draft submitted to Academic Affairs
- 5 October 2023 (5 weeks before GSC) – changes made as necessary

GSC 25 January 2024

Submission of final draft of course proposal to Academic Affairs (3 weeks prior to GSC meeting – 4 January 2024).

Development of course proposal – timeline:

- 5 October 2023 (at least 16 weeks before GSC) – initial contact with Academic Affairs
- 2 November 2023 (12 weeks before GSC) – 1st draft submitted to Academic Affairs
- 14 December 2023 (6 weeks before GSC) – changes made as necessary

GSC 22 February 2024

Submission of final draft of course proposal to Academic Affairs (3 weeks prior to GSC meeting – 1st February 2024).

Development of course proposal – timeline:

- 9 November 2023 (at least 15 weeks before GSC) – initial contact with Academic Affairs
- 14 December 2023 (10 weeks before GSC) – 1st draft submitted to Academic Affairs
- 25 January 2024 (4 weeks before GSC) – changes made as necessary

As a new process is being introduced for proposed new courses in January 2024 any course proposals initiated in January 2024 will fall under the new process and may be considered at the April meeting of GSC. Submission timelines for the GSC meeting in April 2024 for course proposals falling under the new process will be published in due course. If a draft course proposal has been presented to Academic Affairs for review prior to January 2024 it can be considered at the April meeting in certain circumstances.

GSC 25 April 2024 (exceptional circumstances)

Submission of final draft of course proposal to Academic Affairs (3 weeks prior to GSC meeting – 4 April 2024).

Postgraduate Course Proposals: Submission Timeline



* External Review can take place prior to, alongside or following GSC.