



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

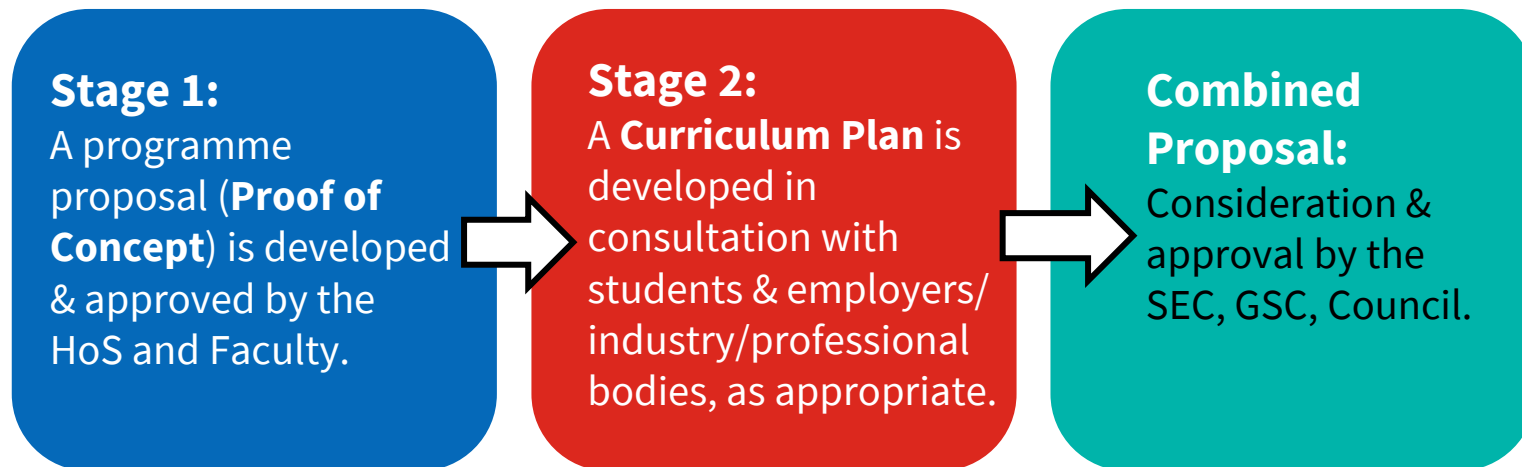
Postgraduate Programme Development & Approval Process

Postgraduate Renewal Programme

Academic Affairs, August 2023

Introduction

This resource presents an overview of the approval process for developing a new postgraduate programme. Specialist guidance will be provided by TT&L as required throughout the process.



Abbreviations used:

AA	Academic Affairs	GSC	Graduate Studies Committee
AP	Academic Practice	HoS	Head of School
DGS	Dean of Graduate Studies	PG	Postgraduate
DTLP	Director of Postgraduate Teaching and Learning	SEC	School Executive Committee
		TT&L	Trinity Teaching & Learning

Stage 1: Proof of Concept Proposal

The initial proposal is developed

1.1 An academic member of staff has an **idea for a new PG programme**



1.2 Initial discussion with **DTLP, HoS & Academic Affairs**



1.3 Development of **Proof of Concept:** a formal programme proposal is composed



Notes

Step 1.2:

The proposed programme structure and potential viability are discussed initially at School level with the DTLP and the HoS. Following the meeting, the proposed programme director contacts Academic Affairs to discuss the proposed programme structure and awards.

Step 1.3:

The Proof of Concept addresses the viability of a programme from resourcing, financial, market need, and student recruitment perspectives.

In developing the Proof of Concept, the proposer consults the DTLP, HoS, and AA, and:

- the School Manager/Finance Partner
- Global Student Recruitment
- the Trinity Careers Service
- Academic Registry
- Students
- Employers/industry/professional associations as appropriate.

Feedback & guidance is taken on board, with the proposal updated accordingly. 3

Stage 1
continued

1.4 The proposal is considered by the **DTLP** and the **PG committee***

1.5 Consideration and sign-off by the **Head of School**

1.6 The proposal is presented to the **Faculty Dean**, and the **Faculty Executive Committee** as appropriate, for consideration and approval

Step 1.4:

*Consideration by the Postgraduate Committee may not apply in all Schools – an alternative committee may apply. Consideration by the DTLP is required.

At this step, the proposer receives feedback that has to be addressed before progression to step 1.5.

General Notes:

If more than one School is involved (i.e. the programme is offered jointly), the proposal is discussed and considered by each School/Faculty as appropriate.

Step 1.6:

In some instances, if a proposal is not approved by the Faculty Dean/Faculty Executive Committee, it may be re-developed and presented for consideration again.

Stage 2: Curriculum Plan Proposal

The curriculum of the proposed programme is developed

2.1 Contact **Academic Affairs**

2.2 Curriculum design meeting / workshop

2.3 Curriculum Plan

developed in consultation with

students

professional bodies

employers

industry

Notes

Step 2.1:

Academic Affairs is sent the approved Proof of Concept by the Programme Director.

Step 2.2:

Programme Directors are invited to a Curriculum Design Workshop delivered by TT&L.

Step 2.3:

Once the Curriculum Plan has been drafted, AA and AP will undertake a review of the Plan and provide feedback as appropriate. The Curriculum Plan will be updated accordingly.

Stage 2
continued

2.4 Combined Proposal

(a combination of the Proof of Concept from Stage 1 and the Curriculum Plan from Stage 2)

Changes to financial information are discussed with the:

- Finance partner
- Faculty Dean

The Student Finance team (AR) will sign off on the completeness of student fee information.

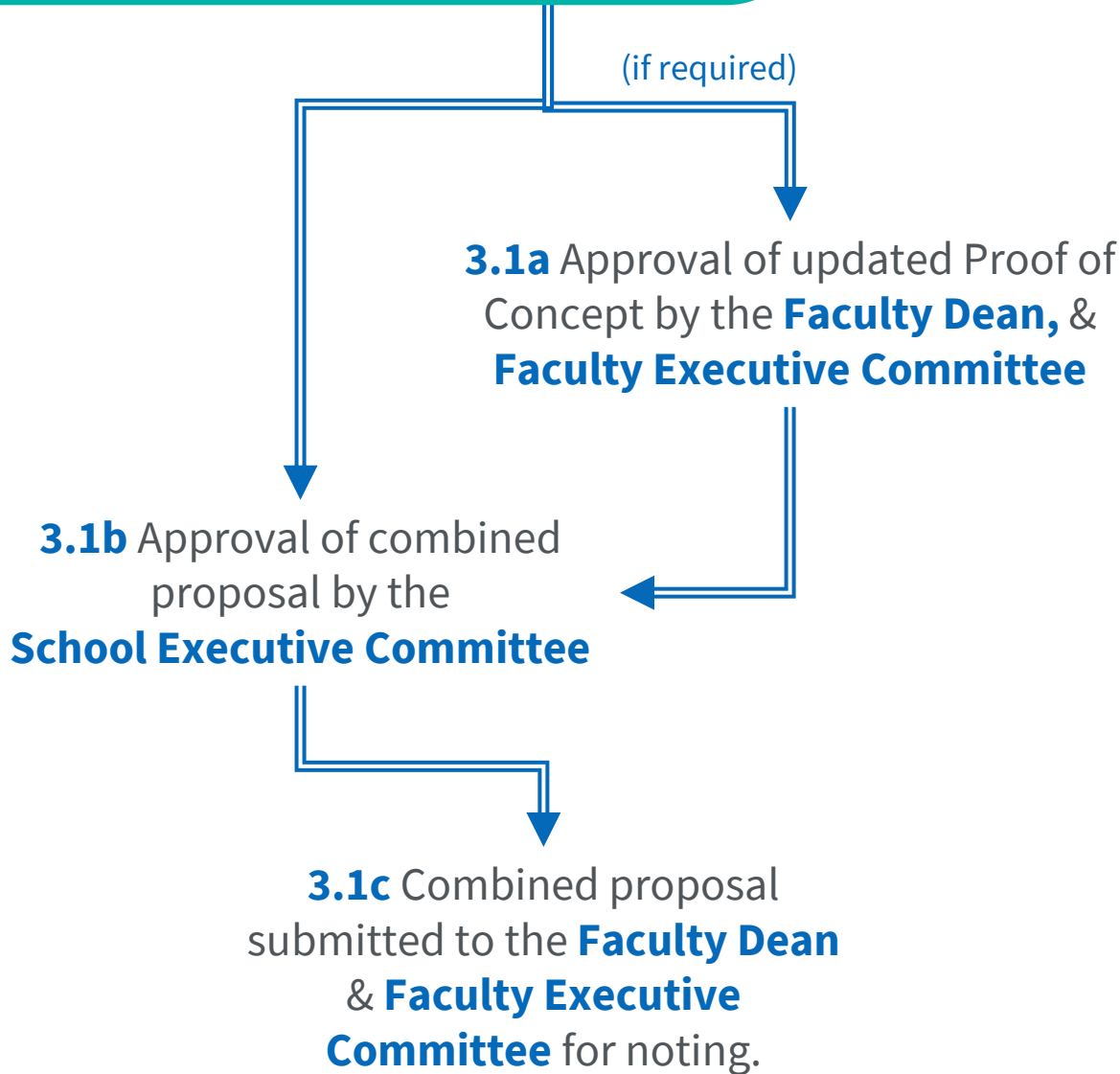
Step 2.4:

The Combined Proposal consists of the Curriculum Plan (main document) with the Proof of Concept appended.

A new Proof of Concept proposal is required where changes have been made to the programme structure in the Curriculum Plan.

Combined Proposal

The completed programme proposal is considered and approved



Notes

Step 3.1a:

Changes to the financial information provided in the Proof of Concept (Step 1.6) will be submitted to the Faculty Dean for review and sign-off and, if appropriate, to the Faculty Executive Committee prior to presentation to the SEC.

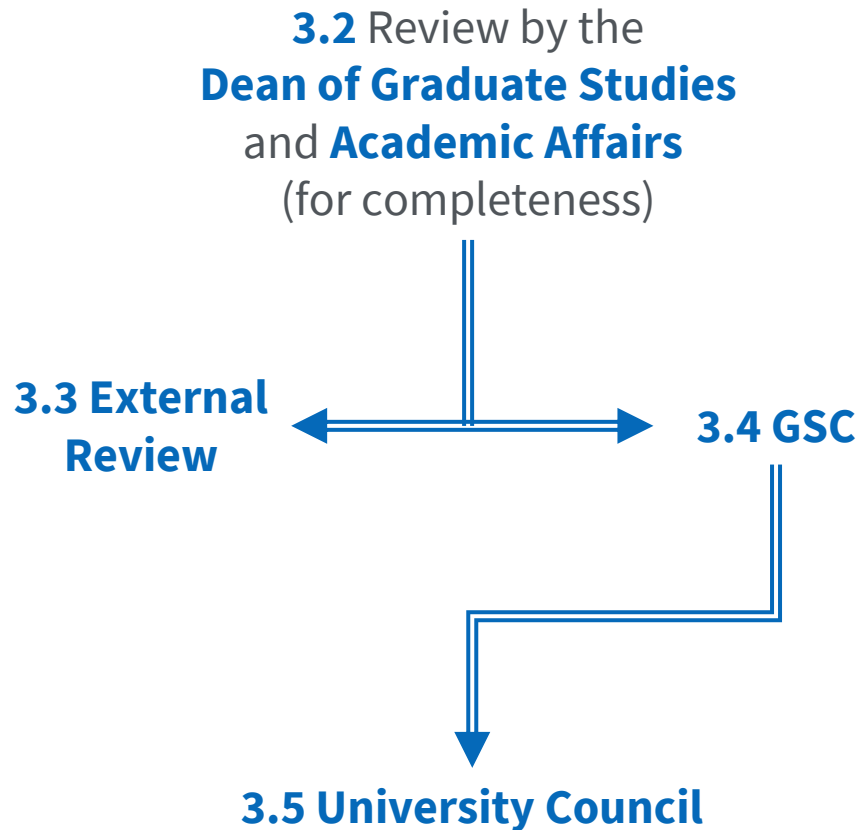
Step 3.1b:

SEC approval includes sign-off on accuracy & integrity of proposal, and compliance with Trinity standards & regulations. Joint proposals are progressed through the respective SECs.

Step 3.1c:

Following SEC approval the Faculty Dean is notified that the programme has been approved. The combined proposal is sent to the Faculty Executive Committee for noting.

**Combined Proposal
continued**



Notes

Step 3.2:

The DGS will review the proposal & sign off on progression to GSC and External Review. AA will review the proposal for completeness of documentation without close reading as a review of the proposal will have taken place at the Curriculum Plan stage.

Step 3.3:

It is recommended that External Review occurs prior to consideration by the Graduate Studies Committee.

Step 3.5:

Following approval by University Council the programme will be set up in SITS and can be advertised.



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Resources/Contacts

Academic Affairs:

Web: <https://www.tcd.ie/teaching-learning/academic-affairs/postgraduate-education/course-development-modifications/index.php>

Email: pgcourseproposals@tcd.ie

Academic Practice:

Web: <https://www.tcd.ie/academicpractice/resources/>

Email: academicpractice@tcd.ie

Trinity Careers Service:

Web: <https://www.tcd.ie/Careers/staff/>

Email: careers@tcd.ie