New Programme/Subject Proposal Development and Approval – Guidelines

1. Schools identify the strategic need for a new undergraduate programme, the emergence of which may arise from a school's quality review recommendations, market research, student/graduate feedback, developments from national/professional bodies, international partnership opportunities identified by the School, itself, or the Global Relations Office. The proposed offering is required to align with objectives in the school and University strategic plans.

2. The proposal writer downloads the relevant proposal templates from https://www.tcd.ie/teaching-learning/UG_regulations/New_UG_course_proposal.php and makes contact with their Faculty Financial Advisor to obtain the financial data template. The school/proposal writer is responsible for completing the required documentation for submission to USC and Council.

3. The proposal writer/Director of (UG) Teaching and Learning should meet with the Senior Lecturer/Dean of Undergraduate Studies and the relevant staff member in Academic Affairs to discuss the proposed programme/subject and the intended start date as early as possible in the process.

4. Other areas of College should be consulted such as the Marketing section of the Global Relations Office, the Academic Registry, the Library, and, where relevant, Trinity Online Services and the specific course office (e.g., for new joint honors subject, new Science moderatorship).

5. It should be noted that the first full draft of the proposal should be received by Academic Affairs by the end of Michaelmas term, if it is to be considered by USC and Council in the same academic year. Proposals received after this deadline will not normally be considered for approval until the following academic year. The proposal and appendices must be submitted in their original format (e.g., MS Word, Excel) to assist with the provision of feedback.

6. A module descriptor template must be completed for all programme/subject modules. This does not apply to Trinity Electives or Open Modules from the general pool but does apply to specific shared modules and/or service teaching modules. The capstone project module must be presented using the specific capstone module descriptor template.

7. Advice can be sought from Academic Affairs throughout the development and approval process and it is often the case that two to three iterations of the full proposal document are reviewed prior to submission to the Undergraduate Studies Committee. Proposal documents incorporate academic, logistical, administrative, financial and resourcing aspects, therefore, questions at USC and/or Council may cover a range of topics including progression and award regulations, undergraduate course structures, applicable awards, programme and module learning outcomes, logistical and administrative considerations, assessment/re-assessment, staffing arrangements, quality assurance and governance.

8. Proposals must be approved by the School's Executive Committee. If more than one school 'owns' the proposed programme, the proposal must be approved by the School Executive Committee of each school.

9. Proposals must also receive from their Faculty Dean who may decide to seek input from the Faculty Executive Committee. If the proposal involves schools from two different faculties, each Dean must provide sign-off. In considering whether or not to approve the proposal, the Dean considers matters such as income, resourcing requirements, staffing, workload and recruitment planning.

10. In cases where a proposal concerns a new collaboration with another institution or contains an international dimension, there may need to be additional consultation with the Financial Services Division. This is more likely to occur in relation to a new partnerships rather than new programmes coming under an existing collaborative agreement. Also, such new partnerships may require the development of other documentation related to due diligence, legal/operational agreements etc…

11. If the proposal concerns a new subject for delivery in the joint honors architecture, the proposing School must propose the most suitable subject pillar and have made progress in identifying potential subject pairings.

12. If the proposal concerns a new moderatorship option from one of the science streams, the support of the Associate Dean of Undergraduate Science Education is required.

13. The proposal is submitted to Academic Affairs for a final review with any last questions addressed/answered by the school ahead of the document being sent out to a suitable external reviewer. The proposing school puts forward the names of three academic experts from which the Senior Lecturer selects one (please note: an external reviewer should not be a current or recent external examiner). Proposal writers are asked to provide the names of potential external reviewers in good time.

14. The proposal is circulated to USC following receipt of a positive report from the external reviewer. If concerns are highlighted by the external reviewer, these will be outlined to USC.

15. The author of the proposal document or the Director of Undergraduate Teaching and Learning from the school speaks to the proposal at USC and answers questions.

16. If USC supports the new course, final proposal documents, which should address any concerns raised at USC and/or by the external reviewer, are submitted to Academic Affairs for circulation to Council. The Senior Lecturer/Dean of Undergraduate Studies speaks to the proposed programme at Council.   The Faculty Dean may be called on to speak to the financial analysis, staffing and any additional resources required to launch the programme.

Initial follow-on actions following Council approval include:

i. Programme proposals approved by Council are posted on the [Trinity Teaching and Learning](#) website to assist those developing proposal documents in the future.

ii. Council approval is required before marketing can commence and before course set-up can be initiated in SITS and other Trinity College IT systems.

iii. Academic Registry to complete set-up in SITS within two weeks of Council approval, with input from IT Services.

iv. Academic Registry to include new course on the Internationalisation Register (INIS).

v. Secretary's Office to include course entry in University Calendar for the relevant academic year.

vi. IT Services set-up course in CMIS, promote course applications to the web and set-up modules in Blackboard.

vii. School Administrative Managers populate relevant course and module data in SITS, allocate modules to course structure in CMIS and assign students to modules.