



Programme Proposal Form (PPF)

Academic Affairs
[Location Address]
[Tel.:]
[Homepage on TU Website]
[Email Address]

Section 1 -School Details	
<p>In the case of cross-disciplinary or multi-disciplinary programmes, the Heads of School must nominate a lead School to take administrative responsibility (i.e. resourcing, management, delivery and monitoring) and a Disciplinary Programme Board to take responsibility for all quality assurance and enhancement processes, once the programme is validated.</p>	
Name of School proposing	
List of any collaborating Schools	

Section 2 – Programme Details	
Proposed Title of Programme	
Discipline Programme Board	
Proposed Commencement Date	
Award Sought	
Type of Award (i.e. major, minor, supplemental, special purpose)	
NFQ Level of final award	
Exit award(s) available, including title, NFQ level and ECTS.	
Total ECTS	
Full-time / Part-Time	
Is this a new programme / award?	
Is this an add-on to an existing programme? If so, please provide name and code of existing programme	
Is this an additional stream to an existing programme / award?	
Target student market (e.g. CAO, mature, international etc.)	
Mode of Delivery – Face to face, Blended, Online	
Location of delivery	
For collaborative provision, name(s) of external provider(s) in the delivery of the programme?	

Section 3 - Programme Rationale and Alignment with TU Dublin Strategy
Describe how this programme aligns with TU Dublin’s Strategic Plan and how the key themes within this Strategic plan will be advanced through the design, development and delivery of this programme:
Describe how the programme will epitomise the core mission, vision, and values of the University and its Educational Model:
Describe how the programme expands or complements the University’s current programme portfolio:
Outline how the proposal has been informed by the views and perspectives of internal and external stakeholders (e.g. industry, community, professions):
Describe the process that will be used during the programme development stage that will ensure the programme is informed by the views and perspectives of internal and external stakeholders (e.g. industry, community, professions):
Outline any additional support being provided for this programme (e.g. External funding, provision of resources):

Section 4 – Market Demand and Viability of Programme
Describe in detail the likely demand for the programme, from potential students and employers, and evidence to support this, in the context of the existing competitive environment:
Outline similar programmes already provided in Ireland that are likely to be competitors. What is the rationale for a further similar programme in this area?
If there are similar programmes in Ireland, what are the unique aspects of this programme that will allow it to be competitive?

Specify with details if this programme provides progression from, or is a prerequisite for, another programme within TU Dublin:

Details of any external funding being sought for this programme:

Section 5 - Internal Collaboration (if applicable)

If applicable, outline similar programmes already provided in TU Dublin. What is the rationale for a further similar programme in this area?

Where the subject matter covered by this programme potentially overlaps with disciplines and subjects designated to other Schools, but these Schools are not being asked to deliver modules or provide resources, the Head of School must consult with the relevant Heads of Schools. Please describe the consultation process that has taken place prior to the submission of this form:

Section 6 – Derogations (if applicable)

Please describe any derogations to University policies and regulations that are being sought:

Rationale for any derogations to University policies and regulations that are being sought:

Section 7 - Projected Enrolment (in the first five years)

	20xx		20xx		20xx		20xx		20xx	
	EU	Non-EU	EU	Non-EU	EU	Non-EU	EU	Non-EU	EU	Non-EU
Year 1										
Year 2										
Year 3										
Year 4										

Section 8 - Estimated Additional (not existing) Resource Requirements		
Staff	Type	Number and Grade
	1. Teaching	
	2. Support (technical)	
	3. Support (Administrative)	
Specialist Equipment Required	Type	Purpose
Labs / Workshops	Number	Type
Classrooms	Type / Size	Own resources/ other resources
	Click or tap here to enter text.	Click or tap here to enter text.

Section 9 Estimated additional library resources
Type of resource

Section 10 - Programme Costings template, to be provided by Finance

Section 11 – Approval of Financial Information	(To be completed by Finance Business Partner)
By signing this form, you are confirming:	
<ul style="list-style-type: none"> The programme can be delivered within the University’s existing resources or the proposed additional income from the programme justifies the allocation of additional resources; The proposed fee rate is consistent with the relevant University’s fees and income policies. 	
Signature of Finance Business Partner	Date:

Section 12 – Approval of School		(To be completed by Head of School)
By signing this form, you are confirming that all necessary initial consultations have occurred at School, Faculty and University level. Where the programme will be developed and delivered across more than one School, please include all relevant Head of School signatures (duplicate as necessary):		
Signature of Head of School		Date:

Signed form should be submitted to the Faculty Vice-Dean of Education.

Section 13 – Faculty Programmes Board Decision		(To be completed by Vice-Dean for Education)
A	ENDORSE the proposal, and recommend its approval to the <i>University Programmes Board</i> (in the case of programmes of 30 ECTS or greater)	<input type="checkbox"/>
B	APPROVE (in the case of programmes of less than 30 ECTS)	<input type="checkbox"/>
C	REFER the proposal back to the School for revision based on specific comments (attached)	<input type="checkbox"/>
D	DECLINE to endorse the proposal in its submitted form providing a rationale for the same (attached)	<input type="checkbox"/>
Date of Faculty Programmes Board Decision:		
Signature of Vice-Dean for Education:		

If A or B selected, please submit form to Academic Affairs. If C or D, please submit form to Head of School.

Section 14 – University Programmes Board Decision		(To be completed by Head of Academic Affairs)
A	APPROVE the proposal, thereby authorising the School to develop the programme validation documentation	<input type="checkbox"/>
B	REQUEST additional supporting information to the Programme Proposal Form	<input type="checkbox"/>
C	REFER the proposal back to the School for revision based on specific comments (attached)	<input type="checkbox"/>
D	DECLINE to endorse the proposal in its submitted form providing a rationale for the same (attached)	<input type="checkbox"/>
Date of University Programmes Board Decision:		
Signature of Head of Academic Affairs:		