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**Application for Executive Approval to Develop a New Academic Programme**

**Purpose:**

This document sets out the relevant procedure associated with applications for executive approval to develop a new academic programme and guidance on this procedure. The associated form for such applications is attached to this document.

**Guidance on the Procedure:**

In advance of commencing development of any proposals for new academic programmes, it is essential that members of the proposed Programme Team familiarise themselves with this document and the procedure contained within. The Programme Evaluation 1 (PE1) Form is required for all new academic programme proposals in SETU. This form must be completed, submitted for evaluation and approved by the Executive Management Team (EMT) in accordance with this procedure before the proposed Programme Team can submit further relevant documentation[[1]](#footnote-2).

The PE1 form must be completed in full and additional documents should not be appended to or submitted with the form (aside from any letter associated with point 4 below); all relevant information for the evaluation should be reflected on the form. Incomplete forms will not be evaluated and will be returned.

The PE1 form sets out the required information and provides guidance as to what should be addressed or included in particular sections of the form. Programme evaluations will be based upon the information and data submitted on the PE1 form and it is therefore advisable that sufficient attention is paid to the implications of the proposal to enable its proper evaluation.

**Procedure:**

1. All applications for the development of a new programme must be made on the Programme Evaluation 1 (PE1) form and submitted to the Office of the Vice President Academic Affairs Teaching and Learning ([dolores.mccann@setu.ie](mailto:dolores.mccann@setu.ie))

Incomplete forms may be returned.

1. The submitted PE1 form will be reviewed jointly by the Vice President for Academic Affairs Teaching and Learning (VPAAT&L)and the Vice President for Finance / Financial Controller (VPF/FC). This review should normally be conducted within one month of a completed submission of the PE1 form.
2. The review by the VPAAT&L and VPF/FC will be forwarded to the next available EMT meeting with a recommendation. It is the decision of the EMT, taking into account the financial and academic recommendation provided, to grant the approval to develop the programme or otherwise.
3. When approval is not granted, the EMT may allow the Programme Team the option to re-submit a new PE1 form after taking into consideration feedback from the EMT. Any re-submission must be accompanied by a letter from the Programme Team which sets out how the PE1 form has taken into consideration feedback from the EMT.
4. Once approval is granted, the Programme Team may subsequently submit a PE2 form or equivalent. If any feedback is provided by the EMT upon granting approval under this procedure, this should be considered in the next stages of development.

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**South East Technological University**

**Programme Evaluation 1 (PE1) Form**

1. **Proposer**

|  |  |
| --- | --- |
| Faculty/School/Campus |  |
| Department |  |
| Head of Faculty/School/Campus |  |
| Head of Department |  |
| Partner equivalent (if relevant) |  |

# Overall Programme Details

|  |  |
| --- | --- |
| Proposed Programme Title |  |
| ISCED |  |
| Proposed Delivery Locations |  |
| Proposed Commencement Date |  |
| NFQ Level |  |
| Type of Award (Major/Minor/SP) |  |
| Award Level/ECTS |  |
| Duration (Hours/Semesters/Years) |  |
| Delivery Mode (Online/Hybrid/In person) |  |
| Target Learner Group |  |

# Programme Development Team

## Team Leader

|  |
| --- |
|  |

## Other Team Members

|  |  |
| --- | --- |
| **SETU Staff** | **Colleagues from outside SETU and their organisation** |
|  |  |

# Rationale for Proposed Programme

Please set out (circa 500 words) the rationale for the proposed programme. The rationale is a statement of the programmes aims and objectives and of how the programme contributes to the aims and objectives of the Faculty/School/Campus. Unique or distinguishing features of the proposed programme should be flagged in this section and addressed in more detail in all appropriate sections below. Such features might include, for example, a significant element of blended delivery; targeting primarily non-traditional cohorts; anticipated departures from University regulations etc.

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# Demand and Similar Programmes

In this section the programme team is required to identify the target market(s) for the programme and the projected intake(s). The programme team will need to present credible evidence of the potential demand from these cohorts for the programme. In addition, the programme team will need to set out and describe any similar programmes that currently exist, both within SETU and within other institutions.

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# Ethical Considerations for the Programme

In this section the programme team is required to identify any actual or potential ethical considerations with regard to the programme for SETU.

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# Equality, Diversity and Inclusion Considerations

In this section the programme team is required to identify any actual or potential equality, diversity and inclusion considerations with regard to the programme for SETU.

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# Employability Statement for the Programme

Please provide an employability statement for the programme.

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# Resources Required

The question of resources is fundamental to the PE1 stage. The Faculty/School/Campus and the programme team are required to set out in detail a considered resourcing plan for the delivery of the programme as envisaged. This section will include detail of resources already available and further resources required in terms of academic staff, administration and technical staff, facilities & equipment, and teaching and learning materials and resources.

## Lecturing Staff

Lecturing staff available & further staff resource required for this Programme - hours per week.

|  |
| --- |
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## Facilities, Equipment, T&L Materials & Resources

List any specialised facilities or equipment available & further Facilities & Equipment required such as language laboratories, sports facilities, workshops, laboratories.

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## Administrative and Technical Staff

Administrative and technical staff requirements - approx. hours per week:

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## Proposed Resourcing Plan

How will the resource needs above be met? For instance, are there are any areas of shared teaching with existing or proposed Programmes?

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# Summary Outline of the Programme

Please give a summary prose outline commentary on the programme structure and module selection indicated below. Include a commentary on the proposed delivery methods – FT, PT, blended, modules requiring use of specialised facilities or resources etc.

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# Indicative List of Modules

Please include an indicative list of modules for the programme for all semesters and stages. Provide a separate schedule per stage. Please identify shared modules, common modules and new modules. *(Please add further rows as required.)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Module Title** | **Credits** | **NFQ**  **Level** | **Semester** | **Mandatory or Elective**  **M/E** | **New or Existing**  **Module**  **N/E** | **Shared or common module**  **Yes/No** | **No. of contact hours**  **per semester** | **Additional hours required** |
| 1 |  |  |  |  |  |  |  |  |  |
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| 8 |  |  |  |  |  |  |  |  |  |
| **Stage Special Regulations** | | | | | | | | | |
| **Notes on Shared or Common Modules (what current programmes they relate to etc.)** | | | | | | | | | |
| **Shared / Common Module Title** | | **Related Programme Title (list all)** | | | | | | | |
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**Guidance Note:**

**Financial Template for New Programme Validation**

(To be completed and submitted as part of all new programme development proposals)

1. **Revenue to be generated**
2. Indicate the total number of learners expected
3. Annual Revenue for each student

Select from

Higher Cert

Bachelors (Ord)

Bachelors (Honours)

Post-graduate: Fee to be agreed with Finance

Other: Fee to be agreed with finance

**Total Revenue (A multiplied by B) from teaching activities**

1. Any other income expected from programme (give details)

**Total Revenue (BOX 1)**

1. **Resources Required**

*(Please add further rows as required. For each semester of the programme, please complete the below tables by copying them as necessary)*

Indicate the **total weekly hours** per module for each semester

**Stage/Year: \_\_\_\_\_\_\_\_**

**Semester 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Module** | **ACS Contact Hours** | | **Group Sizes** | | **Total Hours** | |
| **Lectures** | **Other (incl. online)** | **Lectures** | **Other (incl. online)** | **Lectures** | **Other** |
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| **TOTALS** |  | |  | |  | |

**Semester 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Module** | **ACS Contact Hours** | | **Group Sizes** | | **Total Hours** | |
| **Lectures** | **Other (incl. online)** | **Lectures** | **Other (incl. online)** | **Lectures** | **Other** |
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| **TOTALS** |  | |  | |  | |

1. **Overall total weekly hours as per requirements above (annualised)**

Detail how many of these modules are shared with existing programmes **without the need for additional resources** for each semester

**Stage/Year: \_\_\_\_\_\_\_\_**

**Semester 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Module** | **ACS Contact Hours** | | **Group Sizes** | | **Total Hours** | |
| **Lectures** | **Other (incl. online)** | **Lectures** | **Other (incl. online)** | **Lectures** | **Other** |
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| **TOTALS** |  | |  | |  | |

**Semester 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Module** | **ACS Contact Hours** | | **Group Sizes** | | **Total Hours** | |
| **Lectures** | **Other (incl. online)** | **Lectures** | **Other (incl. online)** | **Lectures** | **Other** |
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| **TOTALS** |  | |  | |  | |

[add additional semesters as required]

1. Total number of hours shared (Annualised)

**TOTAL additional hours required for the Programme (a minus b)**

**Total Lecturing Cost** (assuming average cost of midpoint on Lecturer scale plus PRSI)

(Amount per lecturer multiplied by total weekly hours divided by 16) **(BOX 2)**

1. **Indicate how the additional hours are to be sourced**

**Existing Lecturers:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Current hours workload** | **Proposed additional load** | **How Additional hours are to be created (including replacement names where duties are being reassigned)** |
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**New Lecturers:**

Please list additional staff requirements

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| **Area of Specialism** | **Justification for new appointment** |
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1. **Programme direct running costs**

Please indicate annual running costs of programme (including materials, software licences etc.)

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| --- | --- | --- |
| **Expense item** | **Justification** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** | |  |

1. Total programme direct running costs as per above (BOX 3)
2. **Capital and spatial costs**

Please indicate any additional capital costs of setting up the programme (new equipment, library stock, specific space requirements etc.)

|  |  |  |
| --- | --- | --- |
| **Capital item** | **Justification** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** | |  |

1. Total programme capital costs as per above (BOX 4)

**Summary**

**Total Revenue** (BOX1)

Total Lecturer Cost (BOX2)

Total programme running costs as per above (BOX 3)

**Total Annual Costs** (BOX2 plus BOX 3)

**Contribution from Programme to Overheads**

Once off Capital Costs (BOX 4)

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**PE1, Academic and Financial Review**

**Vice President Academic Affairs, Teaching and Learning**

**And Vice President Finance / Financial Controller**

|  |  |  |
| --- | --- | --- |
| **1** | **Date completed PE1 received by Office of VPAAT&L:** |  |
| **2** | **Date of Academic & Financial Review:** |  |
| **3** | **Comments and/or decision of VPAAT&L and VPF/FC:** |  |
| **4** | **Date forwarded to EMT:** |  |

1. A Programme Evaluation 2 (PE2) form is to be developed. Until this is in place, the existing New Taught Programme Proposal 2 (PP2) form will apply for the Carlow Campus and the existing New Programme Validation Stage 2 (CE2) form will apply for the Waterford Campus. [↑](#footnote-ref-2)