Academic Quality Framework

Making Changes to Programmes & Modules Process

Approved by Academic Council

23 June 2021

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Document Control Summary

Area	Document Information
Author	Academic Affairs
Owner	Academic Affairs
Reference number	AQF_ MCTP&MPP_01
Version	1
Status	Approved
Approved by / to be approved by	Academic Council
Approval date	23rd June 2021
Document Classification	TU Dublin Internal/Wide

1.   Context

1.1.   This document sets out the University's process for making changes to validated programmes and modules. As part of the on-going review and enhancement, Schools and *Discipline Programmes Boards* reflect on all aspects of the modules and programmes within their remit with a particular focus on the enhancement of student engagement and learning. Changes to modules or aspects of the programme such as assessment strategy, entry requirements and pedagogical approaches may be identified.

1.2.   Lecturers and *Discipline Programmes Boards* can propose changes to modules and programmes through the procedures described in this document.

1.3.   Any changes to programmes and modules must align to the TU Dublin Educational Model and to the core Mission, Vision, and Values of the University.

2.   Purpose

2.1.   The purpose of this document is to outline the policies and procedures relating to the process that allows changes to be made to programmes and modules outside of the Programme Review process.

2.2.   The purpose of the module and programme modification process is to allow Schools, lecturers, and Discipline Programmes Boards to propose changes arising from activities and processes such as:

- Quality enhancement activities, such as reviews or the Annual Academic Quality Enhancement Process;

- Changes in the learning environment, such as physical or technological resources;

- Feedback from stakeholders such as employers, graduates, students, and community and industry partners;

- Changes in professional or regulatory body requirements;

- Technological updates or changes in workplace practice;

- Changes in available resources, such as staffing, buildings or equipment.

3. Scope

3.1. The process described in this document is used to make changes to programmes and modules that do not fundamentally change the overall aims or outcomes of the programmes. Module modifications include changes to any approved field on the module template within the Programme & Module Catalogue. Programme modifications include changes to any approved field on the programme template within the Programme & Module Catalogue.

3.2. A significant change, or a large number of changes, to modules and/or programmes may trigger a Programme Review or a Programme Validation. *Academic Affairs* in consultation with the Programme Coordinator, Head of School and the Faculty Vice Dean of Education will decide whether a programme review is required. The addition or removal of a new module may trigger a review but it will depend on the nature/size of the module in the context of the overall programme outcomes, and how different it is from the module it is replacing. Other examples of changes that may trigger a programme review include:

- Change of programme title and related changes to programme learning outcomes;

- Change to ECTS;

- Introduction of a work placement module;

- Introduction or removal of a stream;

- Minor changes to a significant proportion of the programme.

3.3. When the changes do not trigger a programme review, the procedures described here can be used to make and approve changes to programmes and modules.

3.4. All changes to modules that adhere to Faculty and University policies require approval by the School only. The responsibility to consider and approve modules lies with the School Executive. However, the School Executive may delegate that responsibility to a School committee or staff team.

3.5. There are three levels of change applicable to programmes, as listed in Section 8.2:

- Level 1 – requires Discipline Programme Board (School) approval only;

- Level 2 – requires Faculty Board approval;

- Level 3 – requires University Programmes Board approval.

3.6. The Workflows and Programme Change Levels, as shown in Section 8.1, that facilitate these programme approval levels are integrated into the Programme and Module Catalogue to allow the changes to be approved at the appropriate level.

4.   Timeline

4.1.   Module changes and Level 1 programme changes must be submitted and approved prior to the commencement of teaching. Level 2 and Level 3 programme changes should be submitted and approved by the end of the academic year in order to be implemented at the start of the next academic year. Changes to programmes and modules will not normally be implemented once teaching has commenced.

4.2.   For programmes commencing in January, Level 2 and Level 3 programme changes should be submitted and approved before 30th November each year.

5.   Programme & Module Catalogue

5.1.   The programme and module change proposal and approval procedures described here are all facilitated through the University's Programme & Module Catalogue. The catalogue eliminates the need to print or submit any documents in hard copy, as proposals move through the approval procedures within the system.

5.2.   Following discussions among the programme team and consultation with the relevant programme coordinators, lecturers can trigger the module approval process by making a change to their assigned modules within the Programme & Module Catalogue. The amended module will not be visible to students or other staff until the change is approved at the appropriate level. Students and staff will continue to see the approved version until such time as the change is approved and the live system in updated.

5.3. Programme Coordinators can trigger the programme approval process by making a change to the programme information within the Programme & Module Catalogue.

5.4. Changes are made to either module or programme information and submitted within the Programme & Module Catalogue. The amended module or programme information is then automatically directed to the required approval level for review. The proposer will be notified automatically, via the Programme & Module Catalogue, of the outcome of the review process.

5.5. In the case where a change is not approved, feedback is also provided via the Programme & Module Catalogue.

6.   Making Changes to Modules

6.1   School Approval Process

6.1.2 The School responsible for the delivery of a module is also responsible for the management and approval of changes to the module.

6.1.3 When the amended module is submitted for approval all lecturers assigned to that module, and the Programme Coordinator(s) are notified through the Programme & Module Catalogue. The lecturer(s) proposing the change and the Programme Coordinator(s) will be notified through the Programme & Module Catalogue of the decision made by the School.

6.1.4 Where a module is taught by more than one lecturer, each lecturer involved in the delivery of the module should be consulted prior to the change request being submitted for approval. Where practical, student feedback should also be sought on the proposed changes.

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6.1.5   If the proposed change is rejected by the School, feedback is provided to the lecturer proposing the change and the Programme Coordinator(s). The module change process is facilitated by the Programme & Module Catalogue through the Workflows within the system.

6.1.6   The draft module will be submitted via the Programme & Module Catalogue to the Head of School (or nominee) for review. Prior to approving module changes, the *School Executive* reviews the module and ensures the following:

- All lecturers currently delivering the module have been consulted on the proposed change;

- Where practical, student feedback has been sought;

- Resources are available to deliver the module as described in the module descriptor;

- Proposed changes align to University Policies and the Educational Model;

- Module aim(s) are appropriate and aligned to the programme(s) aims;

- Learning outcomes are written correctly;

- Assessment types are appropriate and aligned to the learning outcomes;

- Learning and teaching methods are aligned to the learning outcomes and assessments;

- Reading lists are up to date and available to the students;

- Learning hours are appropriate and aligned to the module learning outcomes.

6.1.7   As the School is responsible for the academic delivery of the module, it can also identify/request changes to other aspects of the module in addition to the proposed change.

6.2 Discipline Programmes Board Notification of Module Changes

6.2.1 The Chair of the *Discipline Programmes Board* will receive notification when module amendments have been approved. The *Discipline Programmes Board* will periodically note the changes and note the extent of module changes and their effect on the programmes under the Board's remit.

6.2.2 The Programme Coordinator(s) will have been notified of any proposed module changes prior to the approval by the School. If those changes are not deemed appropriate or suitable to the programme(s), the Programme Coordinator can notify the Chair of the *Discipline Programmes Board* and/or contact the Head of School directly.

6.2.3 If a change to the module is approved by a School and the *Discipline Programmes Board* deems that because of that change, the module is no longer appropriate in the context of a particular programme or programmes, it may decide to remove the module from that programme(s) and replace it with a different module. In that case, the procedures in Section 7 are followed to make the necessary change to the programme(s).

6.3 Faculty Board Oversight of Module Changes

6.3.1 The Faculty Vice-Dean of Education will receive notifications when module amendments have been approved to ensure Faculty Board oversight of all module changes approved by Schools.

6.3.2 Faculty Board may make a recommendation to a School to review approved module changes and module descriptors and make further revisions to enhance module and programme documentation. It will also have specific oversight to ensure that all University policies are appropriately adhered to and the module information is provided in the correct format, including the appropriateness of how the learning outcomes are written.

6.3.3 In addition to *Faculty Board* oversight, approved amended modules will be reviewed periodically by Academic Affairs, and lecturers may be requested to edit the module descriptors as appropriate.

7. Making Changes to Programmes

7.1 Discipline Programme Board Approval

7.1.1 The Programme Team can propose changes to the programme through the Programme Coordinator. In addition, any member of the *Discipline Programmes Board* may propose a change or a change can be proposed by the *Faculty Board* or the *University Programmes Board*. These changes are proposed, considered and approved through the Programme & Module Catalogue. The Programme Coordinator when proposing changes should consult with the class representatives and the Programme Team.

7.1.2 When a programme change is proposed by the Programme Coordinator, the *Discipline Programmes Board* considers the change and ensures the following:

a) The Programme Coordinator has consulted with the class representatives and the Programme Team;

b) The proposed programme change is appropriate and aligned to the programme aims and programme learning outcomes;

c) The proposed programme change is aligned to the TU Dublin Educational Model;

d) The implications, if any, for professional/regulatory accreditation, graduate employability or the achievement of the agreed graduate attributes have been considered;

e) The implications, if any, for recruitment to, progression within, or progression to other programmes have been considered;

f) If applicable, the School has confirmed that required resources are available to implement the programme change;

g) The proposed change aligns to programme, School, Faculty and University regulations, policies and procedures.

7.1.3 The *Discipline Programmes Board* makes one of the following decisions:

a) Approve proposed changes (Level 1 changes only);

b) Recommend approval and submit (via the Programme & Module Catalogue)

Level 2 and 3 changes to Faculty Board;

c) Reject and provide feedback to the Programme Coordinator.

7.1.4 As the *Discipline Programmes Board* is responsible for the academic delivery of the programme, it can also request changes to other aspects of the programme in addition to the proposed change.

7.1.5 The Discipline Programmes Board may request that *Faculty Board* convenes a Major Amendment Panel to review the changes or that a full Programme Review should be completed.

7.1.6 Academic Affairs is notified of all Level 1 changes approved by the *Discipline Programmes Board* and will ensure the change is updated on the Programme & Module Catalogue at the correct time (e.g. start of the next academic year). All Level 2 and 3 changes recommended for approval are submitted to the *Faculty Board* via the Programme & Module Catalogue.

7.2   Faculty Board Approval

7.2.1 Faculty Board, or its Academic Quality Enhancement Committee, considers the proposed Level 2 and 3 programme changes submitted by the Discipline Programmes Board through the Programme & Module Catalogue and ensures the proposed changes align to Faculty and University regulations, policies and procedures.

7.2.2 Faculty Board makes one of the following decisions:

a) Approve proposed change (Level 2 changes only);

b) Recommend the establishment of a Major Amendment Panel;

c) Recommend approval of Level 3 changes and submit (via the Programme & Module Catalogue) to University Programmes Board;

d) Reject and provide feedback to the Chair of the Discipline Programmes Board and the Programme Coordinator.

7.2.3 Academic Affairs are notified of all Level 2 changes approved by the *Faculty Board* so that the change can be updated on the Programme & Module Catalogue at the correct time. All Level 3 changes recommended for approval are submitted to the *University Programmes Board* via the Programme & Module Catalogue.

7.3   Major Amendment Panel

7.3.1   Where the changes proposed may have a significant impact on the overall programme learning outcomes, ECTS, awards, objectives or aims, Faculty Board may decide to establish a Major Amendment Panel to review the changes.

7.3.2   The major amendment panel will consist of a Chair, nominated by the Faculty Academic Quality Enhancement Committee, a representative of Academic Affairs and a minimum of 3 additional academic staff members. Panel members should not be involved in the delivery of the programme for which the change is proposed. Additional members of the Faculty or University, student representatives, or experts external to the University, may be co-opted to a panel at the discretion of the Academic Quality Enhancement Committee, for their particular expertise and/or experience relevant to the programme.

7.3.3   The Major Amendment Panel, as part of its deliberations, may meet with the staff members proposing the changes and where appropriate, students and industry representatives. The Major Amendment Panel will make a recommendation regarding the proposed change to the Faculty Board.
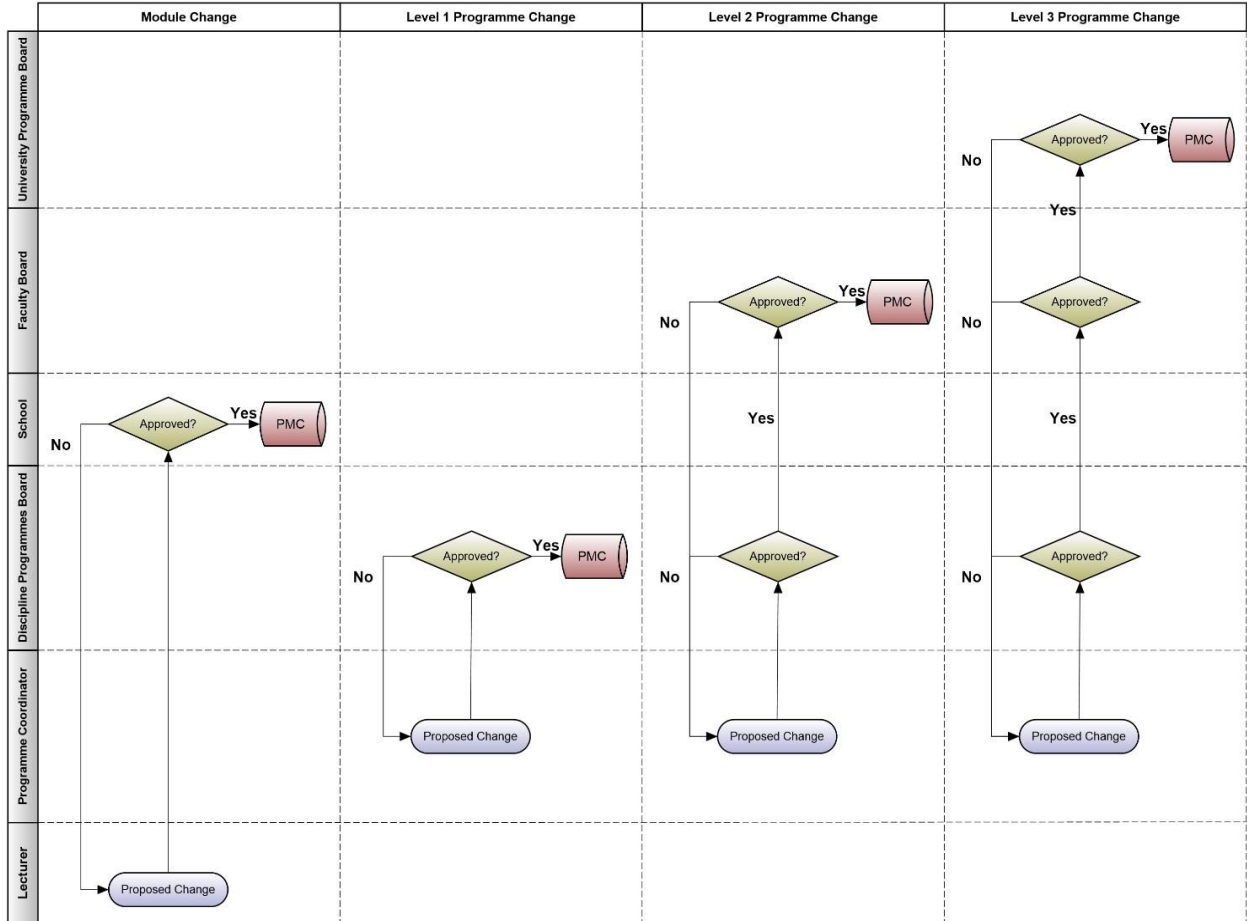
7.4   University Programmes Board Approval

7.4.1   The University Programmes Board considers proposed Level 3 programme changes and ensures the proposed changes align to University regulations, policies and procedures.

7.4.2   The University Programmes Board makes one of the following decisions:

a) Approve proposed change;

b) Request that a Major Amendment Panel is established by the Faculty to further consider the change(s) and make a recommendation to the University Programmes Board;

c) Request a full Programme Review to consider the change(s) to the programmes and make a recommendation to the University Programmes Board;

d) Reject and provide feedback (via the Programme & Module Catalogue) to Chair of the Faculty Board, the Chair of the Discipline Programmes Board and the Programme Coordinators.

7.4.3 Academic Affairs are notified of all Level 3 changes approved by the *University Programmes Board* so that the change can be updated on the Programme & Module Catalogue at the correct time.

8. Process Flow Charts & Approval Levels

8.1 Changes to Modules & Programmes

8.2   Programme Change Approval Levels

Programme & Module Catalogue - Akari Fields	Level	Highest Committee Approval Level Required
Programme Code	3	University Programmes Board
Programme Title	3	University Programmes Board
Programme Short Title	3	University Programmes Board
Programme Credits (ECTS)	3	University Programmes Board
FTE Credits	3	University Programmes Board
CAO Code (if different)	3	University Programmes Board
Programme Type (Postgraduate Diploma, Undergraduate Certificate etc.)	3	University Programmes Board
Award Type	3	University Programmes Board
Commencement Date	1	Discipline Programmes Board
NFQ Level	3	University Programmes Board
Campus	1	Discipline Programmes Board
Other Locations	3	University Programmes Board
Full-Time/Part-Time	3	University Programmes Board
ISCED Code	3	University Programmes Board
Subjects	3	University Programmes Board
Course Marker (Academic/General/Professional/Vocational)	3	University Programmes Board
Teacher Training	3	University Programmes Board
Semesters Per Year	3	University Programmes Board
Programme Duration (Year/Months)	3	University Programmes Board
Duration Type (Academic/Calendar/Both)	1	Discipline Programmes Board
School Responsible	1	Discipline Programmes Board

Programme & Module Catalogue - Akari Fields	Level	Highest Committee Approval Level Required
Programme Aims/Objectives	2	Faculty Board
Minimum Entry Requirements	2	Faculty Board
Non-Standard Entry Requirements	2	Faculty Board
Procedures for Non-Standard Applications	1	Discipline Programmes Board
Minimum English Requirements	2	Faculty Board
Collaborative Provision (if applicable)	3	University Programmes Board
Further Information on Collaborative Provision	1	Discipline Programmes Board
Overview of External Engagement on the Programme	1	Discipline Programmes Board
Study Abroad	1	Discipline Programmes Board
Work-based Learning	1	Discipline Programmes Board
Community Based Learning	1	Discipline Programmes Board
Work/Professional Placement/Clinical Placement	2	Faculty Board
Graduate Attributes	1	Discipline Programmes Board
Employability/Career Opportunities	1	Discipline Programmes Board
Progression Opportunities	1	Discipline Programmes Board
Programme Regulations	2	Faculty Board
Programme Learning Outcomes	2	Faculty Board
Programme Specific Assessment Regulations	2	Faculty Board
Programme & Module Catalogue - Akari Fields	Level	Highest Committee Approval Level Required
Derogation from the General Assessment Regulations	3	University Programmes Board
Classification for each award type listed	3	University Programmes Board
Calculation of Awards Classification	3	University Programmes Board

Professional Accreditation, Recognition and Approval	1	Discipline Programmes Board
Own, Dual or Multiple awards	3	University Programmes Board
Streams	2	Faculty Board
Associated Modules	1	Discipline Programmes Board
Links to Documents/Resources	1	Discipline Programmes Board