Documentation required for Programme Validation

The documentation below is required for the validation of new programmes and provided to Validation Panel members.

As the table indicates, some of the information can be taken directly from the Programme & Module Catalogue. All other documentation must be included in a Programme Validation Document. The Programme Summary Information should be included at the start of this Programme Validation Document.

Validation Panels may also require access to other information such as handbooks for work placement, in which case sample handbooks in use for other programmes within the School may be provided.

Programme Summary Information	
	Source of Information
Name of programme and main award(s) attached	Programme & Module Catalogue
Programme Duration	Programme & Module Catalogue
ECTS	Programme & Module Catalogue
NFQ Level	Programme & Module Catalogue
Proposed commencement date	Programme & Module Catalogue
Full / Part – time	Programme & Module Catalogue
Delivery Mode (online, blended, face-to-face)	Programme & Module Catalogue
Professional, Statutory or Regulatory Body accreditation of programme (where applicable)	Programme & Module Catalogue

Links to information on TU Dublin, Faculty, School	
	Source of Information
Brief overview of TU Dublin	Link to website
Brief overview of School / Faculty / location(s)	Link to website
List of programmes offered within the School	Links to website
Related programmes within the University	Links to website

Programme Rationale	
	Source of Information
Context for development of programme	Programme Proposal Form
Justification and Identified Need	Programme Proposal Form
Alignment with TU Dublin Strategy	Programme Proposal Form
Demand for Programme	Programme Proposal Form
Competitive positioning vis a vis other programmes nationally	Programme Proposal Form
Evidence of stakeholder consultation and input	Programme Proposal Form
Expected Student Numbers / Profile: Numbers, Diversity	Programme Proposal Form
Future Development	Programme Proposal Form
Resources and other information supporting the programme	

	Source of Information
Infrastructure, facilities and equipment available to support the programme	Drafted by School
Staff delivering the programme, including brief staff biographies including staff position, (temp/perm) (full-time/part-time) qualifications and areas of expertise. (template – should be a separate document)	Drafted by School
Research / Industrial / Other Expertise and Engagement of Relevance to the Programme.	Drafted by School

Overview of Programme	
	Source of Information
Programme Overview: Aims and Objectives	Programme & Module Catalogue
Programme Learning Outcomes using relevant NFQ award descriptor template	Programme & Module Catalogue
Mapping of Module Learning Outcomes to NFQ Award Descriptor Fields	Programme & Module Catalogue
Graduate Attributes, including a generic statement on Graduate Attributes and how these are delivered within the programme/modules, or a tailored set of Graduate Attributes for the programme, and how these are delivered.	Programme & Module Catalogue
Entry Requirements, Criteria and Admissions Process, including Recognised Prior Learning applications	Programme & Module Catalogue
Transfer and Progression opportunities within TU Dublin and other HEIs	Programme & Module Catalogue (more information may be needed)
Awards including main and exit awards and associated arrangements	Programme & Module Catalogue (more information may be needed)
Collaborative Provision (where applicable) • Brief description of each partner and nature of relationship. • Roles and responsibilities of each partner. • Rights and entitlements of learners from each partner site.	Collaborative Partnership Proposal Form / MoA
Link to approved policy and provide further information as appropriate in relation to arrangements for the management of the programme including Discipline Programme Board and student representation	Link to Quality Framework Documents on Website
Links to approved policies etc in relation to arrangement for the Quality Assurance/Enhancement of the programme, including student evaluation system, external examiners, processes for annual programme enhancement and making changes to modules and	Links to Quality Framework Documents on Website

programmes.	
Employability Statement and graduate opportunities	Drafted by School
Approach to Internationalisation, in relation to international students and the internationalization of the curriculum	Drafted by School

Programme Schedule	
	Source of Information
Programme schedule (see schedule template provided in Appendix 1). Programme schedule is a table/diagram outlining the programme structure for each stage of programme, to include: • lecture/tutorial/laboratory/other contact hours and self-directed learning hours • ECTS per module • whether modules are Mandatory or Elective, or Stream-Specific Mandatory or Elective modules • whether there is space for Free Elective modules • any prerequisite modules • semester one and semester two modules, or year-long modules • module assessment breakdown by %.	Programme & Module Catalogue

Learning, Teaching, Assessment and Supports	
	Source of Information
Learning, Teaching and Assessment approaches and activities including, for example, the Implementation of the First Year Framework for Success, with consideration of EDI matters	Drafted by School
Approaches to supporting Student Engagement and Success, with consideration of EDI matters	Drafted by School
Student induction and orientation	Drafted by School
Information on the VLE and eLearning available to students	Drafted by School

Assessment regulations, including: • requirements for progression from one stage of the programme to the next, or • requirements for achieving the final award • classifications of award and how award classification is calculated • any approved derogations from the TU Dublin Assessment Regulations • any programme specific requirements such as minimum thresholds of performance that might apply within module assessment components.	Links to Assessment Regulations on TU Dublin Website & Details of derogations and any programme specific regulations
Professional / Regulatory body requirements, where applicable.	Drafted by School
Schedule of assessment providing information on deadlines for the submission of assessments and on the receipt of feedback on assessed work.	Programme & Module Catalogue
Method(s) of providing feedback to students on their assessed work – what students should expect.	Drafted by School
Assessment guidelines including marking rubrics	Drafted by School
Guidelines on the submission of assessments, including academic writing and referencing guidelines, and academic authentication / academic integrity guidelines	Drafted by School
Information on penalties that may apply for the late submission of assessments, and arrangements for absence from assessments.	Drafted by School
Availability of module exemptions through the Recognised Prior Learning (RPL) process and how a student may apply for same	Drafted by School
Programme-specific student supports that may apply, eg peer mentoring.	Drafted by School

Book of Modules	
	Source of Information
Book of Modules	Programme & Module Catalogue