



RCSI

Awards & Qualifications Committee

Application Phase 2 – Academic Proposal

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

FOR OFFICE USE ONLY

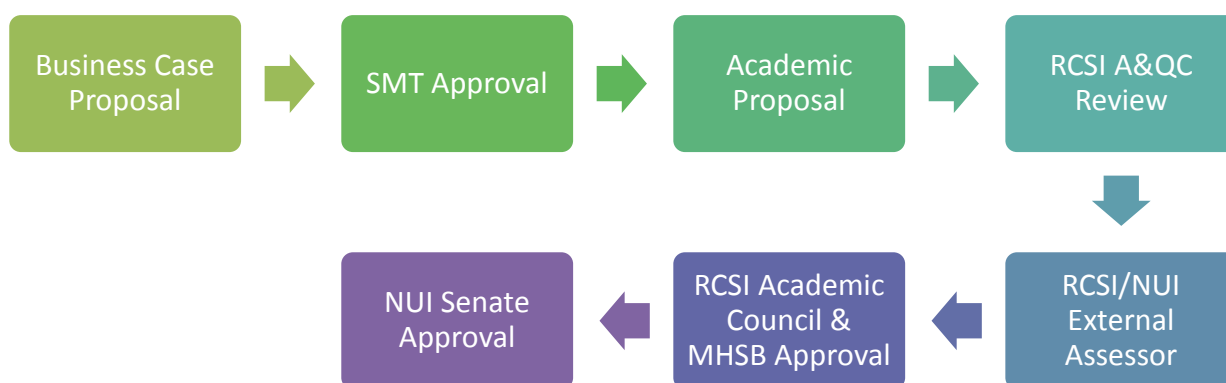
Date received	
Received by	
Application Reference	
Acknowledged	
Business Proposal Approval Date	
Fast Track Status	YES / NO

Introduction –

The Academic Proposal forms part two of a two phased process for the approval of new programmes and awards which fall under the National Framework of Qualifications. **No advertisements, marketing, or recruitment should be carried out until the full approval process is complete.**

Process –

Figure 1 – Summary of Process



1. Programme Proposer(s) are granted phase 1 approval by the Awards and Qualifications Committee following internal review by the Business Case Review Panel (BCRP) and preliminary approval by the RCSI Senior Management Team (SMT);
2. Courses should not be advertised until the full accreditation process is complete. In exceptional circumstances advertisements may be permitted by A&QC in advance of the full accreditation date. The term “accredited by RCSI/NUI” should not be used in any advertisements or course marketing material until the accreditation process is completed. The term “pending accreditation or approved in principal” may only be used for programmes given exceptional permission to advertise by the Chair of A&QC
3. Programme Proposer(s) must complete all sections of the Academic Proposal;
4. The purpose of the Academic Proposal is to ensure that all RCSI programmes and their respective learning outcomes, credits and assessments are designed in accordance with best practice. Programme Proposers are advised to read the following guidelines prior to embarking on the completion of the Academic Proposal:
 - a. Framework Implementation Network - University awards and the National Framework of Qualifications (NFQ): Issues around the Design of Programmes and the Use and Assessment of Learning Outcomes (December 2009);

http://www.nfqnetwork.ie/A_Guide_to_designing_UNiversity_Awards_for_Inclusion_in_the_National_Framework_of_Qualifications/Default.132.html

- b. ECTS Users Guide (February 2009);
 - c. http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide_en.pdf
 - d. NQAI, Policies and Criteria for the Establishment of the National Framework of Qualifications (Oct 2003);
 - e. <http://www.ngai.ie/docs/framework/policies/polandcrit.pdf>
 - f. NUI, Procedures and Regulations for the approval by Senate of (i) new programmes or (ii) programmes where there is a substantial change to the content and overall learning outcomes (appendix 1);
 - g. NQAI (2003), Outline National Framework of Qualifications – Determinations made by the National Qualifications Authority of Ireland;
http://www.nfq.ie/nfq/en/public_resources/Nat_qual_authority.html
 - h. Descriptors of Major & Non-Major Awards and associated credit standards are available on the A&QC page of the Staff Portal Staff Portal <http://staff.rcsi.ie> (Staff Centre).
 - i. ECTS Credits –1 credit equates to 25 hours.
 - j. Harmonisation for Taught Masters – all part time taught masters should align with 90 ECTS credits and full time masters 120 ECTS credits.
 - k. Contact hours per module –25 – 40% of learning hours in a module must be direct contact.
5. Mentorship and Advice
- a. In the first instance programme proposers should seek advice from an experienced member within the school/institute where the programme will be delivered and run (i.e. Schools of Medicine, Pharmacy, Physiotherapy, Nursing, Postgraduate Studies or Institute of Leadership).
 - b. The Quality Enhancement Office (QEO) may offer advice around assessment blue printing and learning outcomes, by appointment.
 - c. Further guidelines are available from the A&QC information page on the staff portal Staff Portal <http://staff.rcsi.ie> (Staff Centre).
 - d. The A&QC secretariat can provide advice about the process, timeline and general enquiries awardsqualifications@rcsi.ie
6. The Academic Proposal will be considered by the A&QC secretariat and if satisfactory, will progress through a detailed quality assurance process including an internal review by A&QC and its members and an external review by assessors appointed jointly by RCSI and the National University of Ireland (NUI). These are experts who could potentially be appointed as course external examiners. If the form does not meet the basic A&QC standard it will be returned to the programme proposer for further detail.

7. Professional/Regulatory requirements will be considered by A&QC, however, the mapping of awards (type and level) to the NFQ will be decided by RCSI, the degree awarding body, in consultation with NUI during the A&QC accreditation process.
8. Following internal/external review the final application will be sent to Academic Council, the RCSI Medicine and Health Sciences Board and NUI Senate for formal ratification.
9. A detailed overview of this process is available from the Awards and Qualifications Information page on the Staff Portal <http://staff.rcsi.ie> (Staff Centre).
10. The duration of the approval process will vary depending on the nature of the proposed award. Programme Proposers will be given an estimated timeline for completion of approval on receipt of the Academic Proposal. . However, it is estimated that the approval process will take 9 – 12 months from the receipt of the initial Business Case Proposal Form. A deviation from the formal timeline may be agreed in exceptional commercial circumstances subject to instruction from the Senior Management Team.
11. The A&QC Secretariat will always aim to facilitate programme proposers in fulfilling accreditation requirements in a timely manner however the quality of the process will not be compromised. Deadlines for Academic Council, Medicine & Health Sciences Board and NUI Senate approval must be adhered to.
12. Programme proposers will receive formal communication from the Chair of A&QC when a programme has received full accreditation status. On receipt of this letter formal advertising and recruitment may commence.

Please return completed applications to –

RCSI Awards and Qualifications Committee
Student, Academic and Regulatory Affairs (SARA)
123 St. Stephen's Green
Dublin 2
Phone – 01 402 2761
Email – awardsqualifications@rcsi.ie



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1. LEAD PROGRAMME PROPOSER

List the name and contact details of the lead liaison person for communication with the Awards and Qualifications Committee

Name	
Title	
Department	
Address	
Landline	
Mobile Number	
Email	
Signature	
Date	

2. BUSINESS SPONSOR

The Business Sponsor must be a member of the RCSI Senior Management Team or Head of School or Academic Department. Exceptions may be granted following consultation with the Chairman of the RCSI Awards and Qualifications Committee.

Name	
Title	
Department	
Address	
Landline	
Mobile Number	
Email	
Signature	
Date	



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3. PROGRAMME OVERVIEW

Title	
School/Department	
External Collaborative Institution(s)	YES / NO
If Yes, please provide name of collaborating institution(s) and co-ordinator(s)	
If yes, please outline any operational or financial considerations	
Programme Aims:	
Proposed Award*	
Programme Code*	
Award Type (Major, Minor, Supplemental, Special Purpose)*	<i>(If Minor, please indicate which major award this programme is linked to)</i>
Undergraduate, Postgraduate or Other?	
National Framework Qualifications (NFQ) (IRL) Level*	
European Qualifications Framework (EQF) Level*	
Bologna Framework Cycle*	
Overall Programme Volume (ECTS credits)*	
Projected Advertising Date	
Projected Start Date	
Entry requirements	
Student Progression & Transfer	
Professional/Regulatory Considerations**	YES / NO If YES, Name of Regulatory Body:



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	Please append verification of status of accreditation with relevant external regulatory bodies (i.e. communication, supporting documentation etc.)
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*see A&QC page on RCSI Staff Portal

**Please note that whilst Professional/Regulatory requirements will be considered by the A&QC the mapping of awards (type and level) to the NFQ will be decided by RCSI, the degree awarding body, in consultation with NUI during the A&QC accreditation process.



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4. PROGRAMME LEVEL LEARNING OUTCOMES

“Each major award to be included in the framework should be designed around a series of programme outcomes, which are expressed in Framework terms (i.e. uses the appropriate Framework and award type descriptor with its eight sub-strands of knowledge, skill and competence)”¹. Please list Programme Level Learning Outcomes for this course. Please see the following guidelines for further information:

http://www.nfqnetwork.ie/A_Guide_to_designing_UNiversity_Awards_for_Inclusion_in_the_National_Framework_of_Qualifications/Default.132.html

Descriptors	Programme Learning Outcomes
Knowledge Breath	
Knowledge Kind	
Know How and Skill – Range	
Know How and Skill – Selectivity	
Competence – Context	
Competence – Role	
Competence – Learning to Learn	
Competence – Insight	

¹http://www.nfqnetwork.ie/A_Guide_to_designing_UNiversity_Awards_for_Inclusion_in_the_National_Framework_of_Qualifications/Default.132.html



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5. PROGRAMME FORMAT

Please provide quantitative information regarding the scale of the programme

Full or Part Time					
Academic Term (i.e. October – September or other)					
Duration (Years)					
Total Contact Hours on RCSI campus per annum					
Number of Participants per Annum (please append rows/columns as appropriate)		Year 1	Year 2	Year 3	Year 4
	Intake 1				
	Intake 2				
	Intake 3				
Delivery Mode(s) (i.e. Classroom, Online, Blended Learning)					

6. MODULE SUMMARY

Module Title(s)	Credits	Year/Semester	Delivery Method	Coordinator
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



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7. OVERVIEW OF MODULE LEVEL LEARNING OUTCOMES

Please refer to part 1, Framework Implementation Network - University awards and the National Framework of Qualifications (NFQ): Issues around the Design of Programmes and the Use and Assessment of Learning Outcomes (December 2009)

Module	Learning Outcome(s)	Knowledge (Kind, Breath)	Skill (Range, Selectivity, Context)	Competence (Context, Role, Learning to Learn)



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8. MODULE / PROGRAMME OUTCOMES MATRIX

This exercise helps the programme designer to ensure that all programme outcomes are mapped at modular level. Please refer to page 85, Framework Implementation Network - University awards and the National Framework of Qualifications (NFQ): Issues around the Design of Programmes and the Use and Assessment of Learning Outcomes (December 2009). Please show how the module level learning outcomes and programme level learning outcomes are mapped.

	PO1	PO2	PO3	PO4	PO6			
MOD1								
MOD2								
MOD3								
MOD4								
MOD5								
MOD6								
MOD7								
MOD8								
MOD9								

9. ASSESSMENT OVERVIEW

Please provide an overview of the assessment methodologies to be adopted for the assessment of learning outcomes. Include an indication of whether the assessment will be summative or formative and also the type of assessment tools used. Please refer to part 3, Framework Implementation Network - University awards and the National Framework of Qualifications (NFQ): Issues around the Design of Programmes and the Use and Assessment of Learning Outcomes (December 2009). This exercise helps the programme designer to ensure that all assessments are relevant to the desired and stated learning outcomes (see page 88)

Module	Assessment Tool/Instrument	Weighting	Learning Outcome being assessed including knowledge (K), Skill (S), Competence (C)

10. MODULE / Assessment Matrix

Please append an overall high level assessment blueprint showing how all modules are assessed. For Major Awards a set of module-specific (detailed) blueprints showing how each module is assessed should be appended. Templates are available from the Quality Enhancement Office and on the A&QC page of the staff portal.

This exercise helps to ensure a balance of assessment across all module learning outcomes. Please refer to page 88, Framework Implementation Network - University awards and the National Framework of Qualifications (NFQ): Issues around the Design of Programmes and the Use and Assessment of Learning Outcomes (December 2009).

11. SUMMARY MARKS & STANDARDS

Module Title(s)	Credits	Pass Mark*	Compensation Rules	Progression Rules
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

*The pass mark for RCSI programmes is 50% unless otherwise agreed

Please append a full set of Marks & Standards including compensation rules and pass and progression criteria.

12. DETAILED MODULE DESCRIPTORS

Please provide the following information for EACH module.

Title	
Total Credits (1 = 25 hours student effort)	
Credit Hours (please note that 5 credits should equate to a minimum of 30 hours direct lectures + supporting learning activity)	Didactic Lectures Focus Groups/Small Group Teaching Online/Blended Learning Activity Laboratory Simulation Continuous Assessment Field Work/ Rotations/Apprentice/ Observership Independent Learning Time Exam Preparation/Study/Revision Examination Sittings/Assessment Research Other
Module Rationale	
Module Aims	
Learning Outcomes	
Elective or Mandatory	
Proposed Syllabus	Please append
Reading List	Please append
Delivery Mode(s)	
Assessment Methods	
Indicative Weekly Timetable – Classroom/Direct Contact	Please append



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13. EXIT AWARDS (for Major Awards only)

Are there any Exit Awards incorporated or is the programme? Please refer to part 1, Framework Implementation Network - University awards and the National Framework of Qualifications (NFQ): Issues around the Design of Programmes and the Use and Assessment of Learning Outcomes (December 2009)

Proposed Exit Awards Title	Credits	Point of Exit

14. PROPOSED EXTERNAL ASSESSOR(S)

Name	
Title	
Department	
Address	
Landline	
Mobile Number	
Email	
Declaration of Relationship	
Rationale for Selection	

CHECKLIST –

Completed Academic Proposal	
Regulatory Body Supporting Documentation	
Proposed Syllabus	
Reading List	
Detailed Assessment Blueprint	
Detailed Marks & Standards	
Indicative timetable	

SIGNATURES –

Programme Proposer Name	
Signature	
Date	
Business Sponsor Name	
Signature	
Date	

Please direct any queries to –

RCSI Awards and Qualifications Committee
 Student, Academic and Regulatory Affairs (SARA)
 123 St. Stephen's Green
 Dublin 2
 Phone – 01 402 2761
 Email – awardsqualifications@rcsi.ie