SCHOOL OF MEDICINE RESEARCH AND POSTGRADUATE AFFAIRS COMMITTEE (RPAC)
NEW PROGRAMME APPROVAL AND CHANGES TO EXISTING PROGRAMMES GUIDELINES
FOR THE SUBMISSION OF DOCUMENTATION 2016

Before submitting any documentation, please ensure that you have read the University Procedures and Timelines for the Approval of New Programmes AND Changes to Existing Programmes to ensure that all guidelines and procedures are followed correctly:
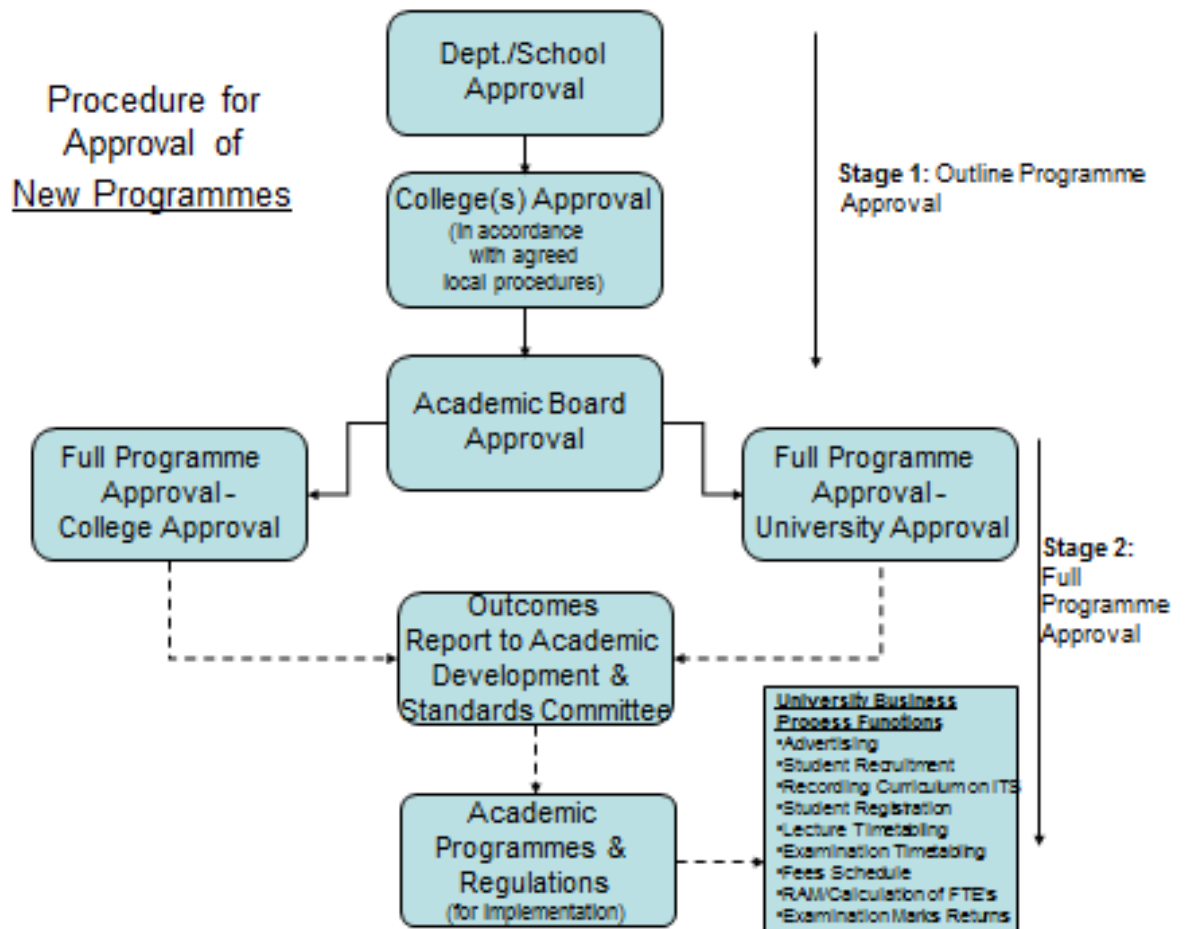http://www.ucc.ie/en/medical/research/committee/rpaccommitteedocuments/

1. **NEW PROGRAMMES**

Guidelines for the submission of new programmes to the Research and Postgraduate Affairs Committee – Please note that the process of approving new programmes can take up to 9 months.

- To submit a proposal for a new programme, an **'Outline Programme Planning Proposal'** form must be completed. Please ensure you use the most up to date forms which can be found at https://www.ucc.ie/en/apar/curriculumapproval/forms/
- This document should be submitted to the committee for review, and must be submitted in a searchable format. **Please submit in MS Word format only.**
- A powerpoint presentation with no more than 7 slides must also be submitted. The presentation should put the programme into context and should include an organogramme of the proposed programme.
- The programme coordinator will be asked to present the programme and to answer any questions for ten minutes at the next RPAC committee meeting.
- All documents (including presentations) must be submitted at least ten days before the next RPAC meeting. Please see the following link for dates: http://www.ucc.ie/en/medical/research/committee/ Please note the meetings are subject to change.
- Scanned images of documents will not be accepted.
- **Files that do not comply will be returned without review and the appropriate format requested.**
- The RPAC committee may return documents with feedback/comments for review and resubmission.
- Files that are re-submitted after review, **must have all changes clearly indicated using either track changes or highlighted sections.**
- If the programme will include the interdepartmental use of modules, this must be highlighted and a possible contingency plan outlined in case modules are removed/changed.
- All documents should be submitted to the RPAC committee no later than ten days before their scheduled meeting. Any documents received after this, will be moved to the following meeting. The RPAC has two scheduled meetings per semester, other meetings may be held at the discretion of the Chair.
- Please note that it is advisable that documents be submitted well before this ten day deadline, as documents may need to be returned for one of the above reasons and may need to be resubmitted no later than ten days before the meeting. Any resubmitted documentation received after this deadline will have to be moved to the next available RPAC meeting.

- The RPAC committee will revert to the proposer with any decisions or changes made at the meeting, and if approved, a signed hardcopy must be submitted to the School of Medicine within five days.
- The RPAC committee will then await a full programme proposal document using the same criteria as above (i.e. word format etc.) at least ten days before the relevant meeting.

Procedure for
Approval of
New Programmes

Stage 1: Outline Programme Approval

Stage 2: Full Programme Approval

Dept./School Approval

College(s) Approval
(In accordance with agreed local procedures)

Academic Board Approval

Full Programme Approval - College Approval

Full Programme Approval - University Approval

Outcomes Report to Academic Development & Standards Committee

Academic Programmes & Regulations
(for Implementation)

University Business Process Functions
•Advertising
•Student Recruitment
•Recording Curriculum on ITS
•Student Registration
•Lecture Timetabling
•Examination Timetabling
•Fees Schedule
•RAM/Calculation of FTEs
•Examination Marks Returns

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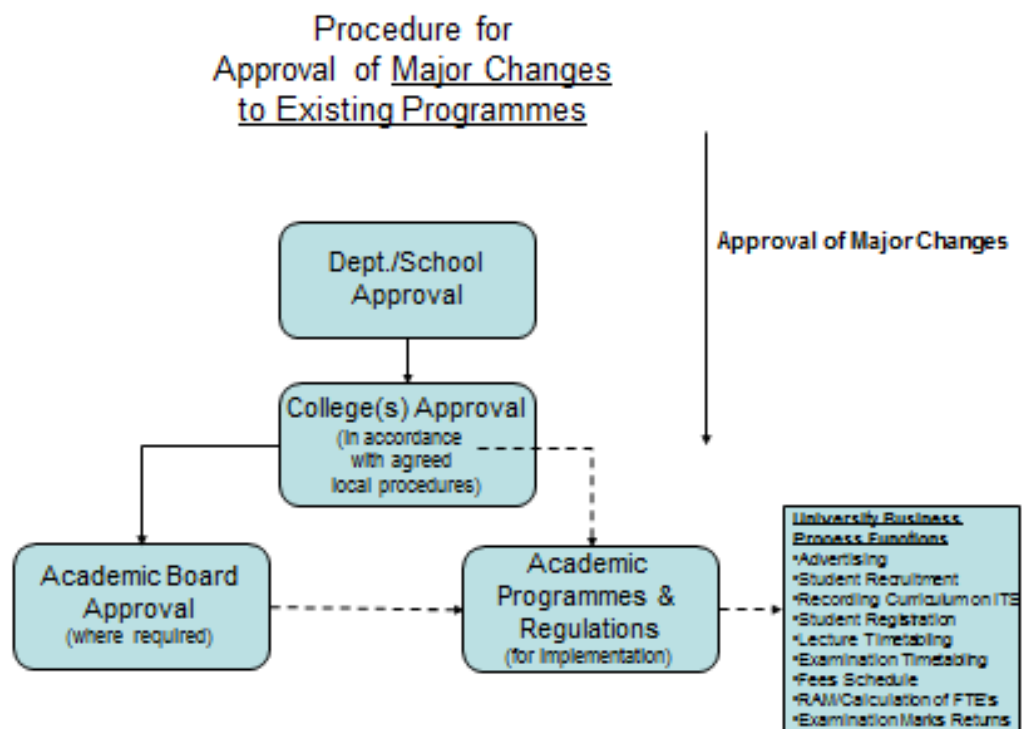## 2. MAJOR CHANGES TO EXISTING PROGRAMMES

Please refer to the document which outlines Classification of Major and Minor Changes to Existing Programs which is available from the Office for Academic Programmes and Regulations: https://www.ucc.ie/en/apar/curriculumapproval/

Guidelines for the submission of Major Changes to Existing Programmes to the Research and Postgraduate Affairs Committee:

- To submit a proposal, the '**Proposal Form for Major Changes to Existing Programmes**' form must be completed with additions and deletions clearly highlighted using strikethrough for deletions, bold and underlined for additions and all changes highlighted in yellow. Please ensure you use the most up to date forms which can be found at https://www.ucc.ie/en/apar/curriculumapproval/forms/
- This document should be submitted to the committee for review, and must be submitted in a searchable format. **Please submit in MS Word format only.**
- An organogramme of the current programme, and an organogramme of the proposed changes to the programme should be submitted to clearly show these changes. It should include notes to clearly identify where in the main document these changes have been made.
- At the discretion of the committee, the lead author may be asked to present the programme for ten minutes and to answer any questions at the next RPAC committee meeting, however, they will be given at least **five days**' notice of this.
- If a presentation is required, a PowerPoint presentation with no more than 7 slides must be submitted. The presentation should put the programme changes into context.
- All documents must be submitted at least ten days before the next RPAC meeting. Please see the following link for dates: http://www.ucc.ie/en/medical/research/committee/ Please note the meetings are subject to change.
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- **Files that do not comply will be returned without review and the appropriate format requested.**
- The RPAC committee may return documents with feedback/comments for review and resubmission.
- Files that are re-submitted after review, **must have all changes clearly indicated using either track changes or highlighted sections.**
- If the programme will include the interdepartmental use of modules, this must be highlighted and a possible contingency plan outlined in case modules are removed/changed.
- All documents should be submitted to the RPAC committee no later than ten days before their scheduled meeting. Any documents received after this, will be moved to the following meeting. The RPAC has two scheduled meetings per semester, other meetings may be held at the discretion of the Chair.

- Please note that it is advisable that documents be submitted well before this ten day deadline, as documents may need to be returned for one of the above reasons and may need to be resubmitted no later than ten days before the meeting. Any resubmitted documentation received after this deadline will have to be moved to the next available RPAC meeting.
- The RPAC committee will revert to the proposer with any decisions or changes made at the meeting, and if approved, a signed hardcopy must be submitted to the School of Medicine within five days.

Procedure for Approval of <u>Major Changes</u> to <u>Existing Programmes</u>

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                                                    Approval of Major Changes

        ┌─────────────────┐
        │   Dept./School  │
        │     Approval    │
        └────────┬────────┘
                 │
        ┌────────▼──────────┐
        │ College(s) Approval│
        │   (in accordance   │
        │    with agreed     │
        │  local procedures) │
        └──┬─────────────────┘
           │                          ┌──────────────────┐      ┌─────────────────────────┐
┌──────────▼─────────┐                │     Academic     │      │ University Business      │
│  Academic Board    │                │  Programmes &    │      │ Process Functions        │
│     Approval       │ ─ ─ ─ ─ ─ ─ ─ ▶│   Regulations    │─ ─ ▶ │ •Advertising             │
│  (where required)  │                │(for implementation)│    │ •Student Recruitment     │
└────────────────────┘                └──────────────────┘      │ •Recording Curriculum on ITS│
                                                                 │ •Student Registration    │
                                                                 │ •Lecture Timetabling     │
                                                                 │ •Examination Timetabling │
                                                                 │ •Fees Schedule           │
                                                                 │ •RAM/Calculation of FTEs │
                                                                 │ •Examination Marks Returns│
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3. MINOR CHANGES TO EXISTING PROGRAMMES/NEW MODULES/CHANGES TO EXISTING MODULES

Other than new programmes or changes classified as Major, all other changes to programmes are processed as Minor Changes.
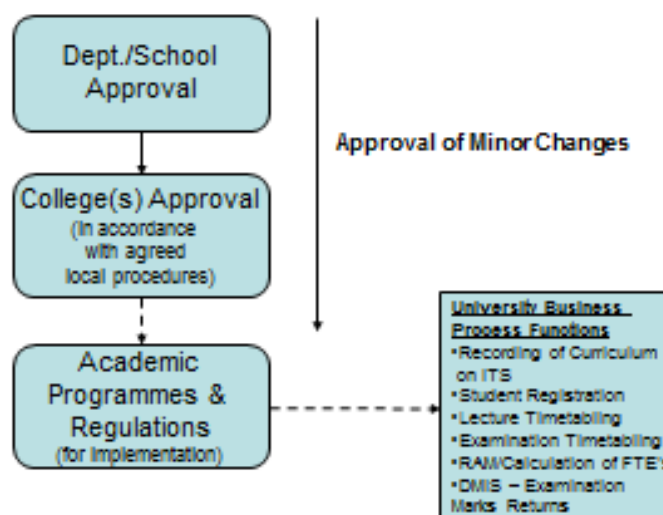For clarification, please refer to the document which outlines Classification of Major and Minor Changes to Existing Programs which is available from the Office for Academic Programmes and Regulations: https://www.ucc.ie/en/apar/curriculumapproval/

Guidelines for the submission of Minor Changes to Existing Programmes to the Research and Postgraduate Affairs Committee:

- Some minor changes will need a '**Proposal Form for Minor changes to Existing Programmes**' form, however, other minor changes can be processed through DMIS as per the advertised timelines during the year.
- Please ensure you use the most up to date forms which can be found at https://www.ucc.ie/en/apar/curriculumapproval/forms/This document should be submitted to the committee for review, and must be submitted in a searchable format. **Please submit in MS Word format only.**
- All documents must be submitted at least ten days before the next RPAC meeting. Please see the following link for dates: http://www.ucc.ie/en/medical/research/committee/ Please note the meetings are subject to change.
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Procedure for
Approval of <u>Minor Changes</u>
to Existing Programmes

Approval of Minor Changes is devolved to Colleges

If in doubt, please call Mags Arnold on extension 1577 or email her at m.arnold@ucc.ie

CPD must go to ADSC Currently under review by the new CPD Directorate
Programme Learning Outcomes = 9 or less
Module Learning Outcomes = 9 or less
5 Credits = 100 – 150 hours
10 Credits =200 – 300 hours
Undergraduate
Hons Degrees   = 180 – 240 credits
Dip   = 60 – 120 credits
Cert   = 20 – 40 credits
Postgraduate
PhD   = 270 – 360 credits
MSc   = 90 – 120 credits (taught)
MSc   = 90 – 180 credits (research)
Dip   = 60 credits
Cert   = 30 credits

4. CHANGES TO MARKS AND STANDARDS

Please refer to the document which outlines Classification of Major and Minor Changes to Existing Programs and Changes to Marks and Standards which is available from the Office for Academic Programmes and Regulations:
https://www.ucc.ie/en/apar/curriculumapproval/

Guidelines for the submission of Changes to the Marks and Standards to Existing Programmes to the Research and Postgraduate Affairs Committee:

- To submit a proposal for a marks and standards change to an existing programme, the relevant section of the '**Proposal Form for Changes to Marks and Standards**' form must be completed. Please ensure you use the most up to date forms which can be found at https://www.ucc.ie/en/apar/curriculumapproval/forms/
- This document should be submitted to the committee for review, and must be submitted in a searchable format. **Please submit in MS Word format only.**
- All documents must be submitted at least ten days before the next RPAC meeting. Please see the following link for dates: http://www.ucc.ie/en/medical/research/committee/ Please note the meetings are subject to change.
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