

Guide Template for Submission of Post Registration Programmes



Section 1: Programme/Module Summary

1. Title
2. Location and Provider
3. Students
 - I. Application Procedures
 - II. Recognition of Prior Learning
 - III. Admission Criteria
4. Structure
5. Attendance
 - I. Minimum Hours
6. Student Support
 - i. Student Lecturer Contact/ Academic Advisors
 - ii. Student Unions
 - iii. Counselling
 - iv. Disability/Access
 - v. Other Supports Available to Students
7. Learning Resources
 - I. Library Facilities
 - II. Computer/IT Facilities
 - III. Online/Virtual Learning Environments (eg Moodle/Blackboard)
 - IV. Other Learning Resources
8. Administration
 - I. Programme Management
 - II. ECT Framework
 - III. Academic Level
 - IV. Awarding Body
 - V. Programme Evaluation, Oversight and Quality

Section 2: Curriculum Design, Development, Content and Organisation

1. Curriculum Design
 - I. Background
 - II. Rationale
2. Curriculum Development
3. Curriculum Philosophy
4. Curriculum Content
 - I. Aims and Learning Outcomes
 - II. Structure, Modes of Study and Duration
5. Assignments and Assessment
 - I. Submissions/Late Submissions
 - II. Examinations
 - III. Plagiarism
 - IV. Repeat Examinations
6. Module Descriptors in Tables Format

Appendices

Appendices are at the discretion of applicants, but should include:

- Letter of accreditation from awarding body
- CV's of academic staff
- Academic regulations
- Programme Evaluation Tools, eg students questionnaires, impact on service assessment
- Detailed examination grading scale
- Governance structure in diagrammatic format
- Oversight committee memberships
- Policies on marking/plagiarism/submissions/exams/ conduct/etc
- Recognition for prior learning policies/forms
- Marking criteria
- Any other documents deemed relevant