



**Academic Quality
Framework**
**Programme Planning
Committee Terms of Reference**

**Approved Academic Affairs
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1. Purpose

- 1.1 New programme proposals are developed based on an idea of one or more staff members, or they may be initiated by a collaborative or industry/community partner. The role of the Programme Planning Committee is to develop such a proposal for a programme and to put it forward for validation, as outlined in the terms of reference below. The Committee should refer to the approved [Programme Validation Process](#) for further guidance on the development and approval of programmes.

2. Terms of Reference

- 2.1 To assist the Head of School in the preparation of a [Programme Proposal Form](#) for consideration for submission to the Faculty Board, including:
- 2.1.1 Ensuring the alignment of the proposal with the TU Dublin Strategic Plan.
 - 2.1.2 Gathering evidence of a demand for the programme, for example, by providing trend data and student numbers in similar programmes elsewhere and by citing industry and market reports.
 - 2.1.3 Engaging with external stakeholders.
 - 2.1.4 Consulting Recruitment, Admissions and Participation in relation to potential student numbers and access routes.
 - 2.1.5 Consultation with other School(s), where the proposed programme subject matter may overlap with disciplines within other Schools, discussing potential collaborations, and sharing of modules and delivery, as appropriate.
 - 2.1.6 Consideration of whether any derogation(s) may be required from University policy or regulation(s) (e.g., assessment regulations), providing a rationale for this and supplying any evidence as required, for inclusion within the Programme Proposal Form (approval of such derogations by University Programmes Board is required).
 - 2.1.7 Consideration of all other matters, and criteria for approval, outlined in 6.1, 6.2 and 6.3 of the Programme Validation Process.

- 2.2 To review and revise the [Programme Proposal Form](#), or provide further information, where this is sought by the Faculty Executive, Faculty Board, Finance or University Programmes Board, prior to the approval of the Programme Proposal Form.
- 2.3 To develop the programme, following approval of the [Programme Proposal Form](#), including:
 - 2.3.1 Consideration as to how the programme will align with, and contribute to, the TU Dublin Strategic Plan.
 - 2.3.2 Ensuring alignment with University policies and regulations, noting that derogations from these require approval through the [Programme Proposal Form](#) (see above);
 - 2.3.3 Consideration of relevant University policies and guidelines, and in particular, those on curriculum design, Educational Model, TU Dublin Graduate Attributes and the learning, teaching and assessment strategy.
 - 2.3.4 Seek guidance, as necessary, from Academic Affairs and other offices on any aspect of the programme design.
- 2.4 To advise the Head of School on potential external panel member nominations, and to prepare the external panel member nomination form(s).
- 2.5 To prepare the programme documentation in accordance with the documentation requirements information provided by Academic Affairs, and to populate module and programme data within the [Programme & Module Catalogue](#).
- 2.6 Liaising with Academic Affairs to schedule and plan for validation events, to attend and participate in the meetings of the Programme Validation Panel, and to provide further information as required.
- 2.7 To receive and consider the report of the Validation Panel, prepare a response to this report, and to revise the programme documentation accordingly, within the stated timelines.
- 2.8 To work, through the School Operations Lead, with Academic Affairs in relation to the setting up of the new programme, once fully approved, on University systems.

3. Membership

3.1 The Head of School shall appoint a Chair of the Programme Planning Committee who may be a Head of Discipline or another senior academic staff member of the School.

3.2 Other members should include (a maximum of 8 members is recommended):

- Head of Discipline (if not chairing), or senior academic staff with a particular expertise in the relevant discipline.
- Academic staff (to be considered by the Chair as appropriate).
- Academic staff member(s) from another School (where another School is involved in the development and delivery) .
- School Operations Lead (optional).
- Student representative (where possible).
- Collaborative provider (where appropriate).

4. Meeting Schedule

4. The Programme Planning Committee will meet as required for the completion of its work within the stated timelines.