**PROPOSAL FORM FOR THE APPROVAL OF THE FULL DEVELOPMENT OF A NEW ACCREDITED PROGRAMME**

**OR FOR THE STRUCTURAL CHANGE OF AN EXISTING ACCREDITED PROGRAMME**

**(Refer also to Institution/Faculty Policy on the Design, Development, Approval of Programmes/Courses)**

***This form is to be used as template for the creation of the proposal of a new programme or the updating of an existing one. Most of the sections will require the user to write essays on separate sheets and attach them to this form to compile the report.***

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| **Section A : General Information (To be filled in FULL by Course Proposer)** |

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|  | | | | **Insert ✅** |
| **New Programme** (All Sections to be filled-in). | | | |  |
| **Structural changes to existing programme** (Please provide only information that is new and relevant to the structural changes being proposed to the programme). | | | |  |
| Current Title of Programme | | *(in the case of structural changes to a current programme)* | | |
| Updated / New Title of Programme | | *(in the case of new programme or change in title of current programme)* | | |
| Date of Submission of Form to pertinent department, e.g., curriculum (pre-approval stage): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Approval by Department/Faculty Head or Delegate |  | Name of direct line manager of the Head proposing programme for approval by management |  | |
| Hosting Institution/Faculty (Insert ✅)  Title  Title  Title  Title  Title  Title  Title  Title  Title  Title  Title  Title  Title  Title Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

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| 1.Reason why programme is being proposed | | | | |
| 2. Course Description *(Please also provide the official course/programme description to be made public on the Institute/Faculty website/prospectus)* | | | | |
| 3. Overall Learning Outcomes of Programme *(The submitted outcomes are in draft format and subject to review and approval by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department.)* | | | | |
| 4. Minimum entry requirements for Programme: | | | | |
| 5. Target audience/s (Insert ✅)  Ages 3 – 16  Ages 16 – 18  Ages 19 – 30  Age 31 – 65  Age 65+ | | | | |
| 6. Target Group (Please indicate the type of learners that you anticipate joining this programme; ex. Further and higher education learners, Workers from industry, elderly students, etc.) | | | | |
| 7. Type of Programme (Insert ✅) (in the case of programmes delivered as both full-time and part-time, kindly tick both boxes)  Full-time Prospectus  Part-Time Prospectus  Non Prospectus  Training for Industry  International  Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 8. Mode of Attendance (Insert ✅):  Full-Time  Part-Time | | | | |
| 9. Apprenticeship / Work Based Learning (Will the programme include any AWBL elements?) (Insert ✅)  Apprenticeship  Placement  Internship  Not Applicable | | | | |
| 10. Post Nominals (please indicate the Post Nominals for the programme): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 11. Programme structure (Please ensure that ALL the following details are provided for each individual unit (as applicable):   1. List of vocational, key, transversal units 2. EQF Level 3. number of credits per unit 4. hours of total learning per unit (including the breakdown between contact hours, total learning hours) 5. programme duration (indicate the yearly and per semester allocation for the programme, or envisaged number of weeks/months for stand-alone programmes) 6. mode of delivery (face to face, online, blended, practical, WBL, etc.) 7. exit awards/qualifications).   *Kindly use separate sheets and cross refer if necessary* | | | | |
| 12. Language/s of Instruction (Please indicate the language/s of instruction of the programme): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 13. Internal and external stakeholder feedback (feasibility study), e.g., from students/student, industry, employers, NGOs, etc.  *Kindly use separate sheets and cross refer* *if necessary* | | | | |
| 14. Details of internal / external expertise (competences, qualifications) and approximate cost required to develop and deliver Programme  *Kindly use separate sheets and cross refer if necessary* | | | | |
| 15. List of physical resources (and approximate cost) that need to be procured specifically for the teaching, learning and assessment of the units of the Programme  *Kindly use separate sheets and cross refer if necessary* | | | | |
| 16. Is proposed programme compliant with regulatory requirements, where applicable? Yes/No | | | | |
| 17. Has research and analysis been conducted to establish whether the course being proposed is in line with National Occupational Standards (NOS) / Occupational Profiles (OPs) / Regulated Profession (RPs)?  ***Note :*** *The Course Proposer must conduct thorough research and analysis in order to ensure that the major functions of the particular occupation (if any) have been considered for the course being proposed*  *The research and analysis must cover as a minimum the following sources:*   1. List of NOS: include the [link](https://mfhea.mt/national-occupational-standards/) to the website of the national authority listing the NOS 2. Occupational profiles: include the [link](https://mfhea.mt/national-occupational-standards/) to the website of the national entity listing the OPs 3. Mutual Recognition of Professions: include the [link](https://mfhea.mt/national-occupational-standards/) to the website of the national entity listing the RPs   *Provide details of research conducted. Kindly use separate sheets and cross refer* | | | | |
| 18. Scheduled launch date of new programme / date of next intake for existing programme | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Comments** | | | | |
| **Section B : Pre-Executive Management Approval by Departments concerned, e.g., Curriculum, Registrar, etc.** | | | | |
| 19. Programme Code (subject to Programme Approval) | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Title** | **Signature** | **Date** | **Comments** | |
| e.g., Head Curriculum |  |  |  | |
| e.g., Registrar |  |  |  | |

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| **Section C : Management Approval** |

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| **Management Decision** | **Yes/No** |  | **Management Signatures** | | |
| Proposal is **approved**. Proceed to stage 2 of 2 full course development (Refer also to Institution/Faculty Policy on the Design, Development, Approval of Programmes/ Courses) |  | **Title** | **Signature** | **Date** |
| Head of Institution/Faculty |  |  |
| Proposal is **rejected** |  | Deputy Head |  |  |
| Management **requires further information** from proposer |  |

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| **Comments / Conditions** |
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| **Note 1:** Use this section to indicate the flow of this document and hence, how it is passed on through the various departments from design stage to submission for approval. An example could be: *The proposed signature flow for this document is from proposer à to Department/Faculty Head à to Institution Deputy Head à to e.g., Head Curriculum à to e.g., Registrar à to Institution Deputy Head for proposal to Institution Head/Executive Management. Final approval is by Executive Management.*  **Note 2:** Use this section to indicate the approval flow for your organisation. An example has could be*: Original of this signed Form to be scanned and sent by email to (a) e.g., Registrar, (b) e.g., Head Curriculum, (c) Head Quality Assurance, (d) Proposer and (e) Department/Faculty Head. Original of signed Form to be retained by Executive Management.*  **Note 3:** Use this section to indicate where the completed form is to be submitted.  **Note 4**: This document is to be used in conjunction with the Institution/Faculty Policy on the Design, Development, Approval of Programmes/Courses and the Cyclical Review of Programmes |