

Appendix X. Policy for Ongoing Monitoring of Programmes



Policy & Procedure Title:

Policy and Procedure for On-going monitoring of Programmes

| | | | |
|-----------------------|------------------------------------|----------------------|--|
| | | | |
| Effective Date | 1 st December 2018 | Version | 5.0 |
| Approved By | Academic Council Governing Body | Date Approved | 26 th November 2018 29 th November 2018 |

| Form(s) | Responsibilities/ Owner |
|--|---|
| Code of Conduct on Conflict of Interest of Programme Board/Stream Member & Declaration Form | Head of Department/Faculty/Campus Vice President for Academic Affairs & Registrar Programme Board/Stream |
| Programme Board/Stream Meeting Agenda | |
| Programme Board/Stream Minutes | |
| Annual Programme Review – Ongoing Monitoring of Programmes | |
| Section A and Section B Programme Board/Stream Report | |
| Superseded or Obsolete Procedures | |
| Version 04 – (October 2016) Policy reviewed to reflect requirements under Equality Diversity & Inclusion and GDPR | |
| Version 03 – (Mar 2015) - Policy review to update legislation reference and reflect changes to title of Faculty | |
| Version 02 – (Jan 2014) - Reviewed to reflect the inclusion of Joint Awards as approved by QQI on 2 nd December 2014 | |
| Version 01 – (Feb 2001) – Policy review to reflect recommendations regarding Gap Analysis and changes in legislation including reference to the forming of QQI | |

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Appendix B: Programme Board/Stream Meeting Agenda

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Ongoing Monitoring of Programmes at SETU Carlow

1.0 Background

In order to ensure confidence, of learners and other stakeholders in the programmes¹ delivered by South East Technological University Carlow (here-on referred to as SETU Carlow), it is an essential requirement under Section 28 of the Qualifications and Quality Assurance (Education and Training) Act 2012, that quality assurance measures are implemented ensuring that programmes are well designed, regularly monitored and periodically reviewed.

2.0 Scope

The most effective way of establishing this, is for all staff, learners, examiners and Joint Awarding Partnerships involved in the ongoing monitoring of the programme is to contribute and share aspects of responsibility for the ongoing monitoring of the academic quality of the programme planned, delivered and assessed.

3.0 Roles within SETU Carlow in Monitoring of programmes

The various roles in the monitoring of programmes are set out below:

- 3.1 The Head of Faculty/Campus has a critical role to play in promoting and implementing programme policy, both at Faculty/Campus level and within SETU Carlow strategy framework. In guiding the academic direction of the Faculty/Campus, a Head of Faculty/Campus shall, under the Institutes of Technology Acts 1992 - 2006, play a major role in developing and maintaining a high standard of programme content and delivery, and implement effective quality measurement and tracking systems.
- 3.2 Under the Institutes of Technology Acts 1992 - 2006, the Head of Department advises on and implements quality assurance procedures where they, with other SETU Carlow Managers play an important role in communicating Department views across the wider University and within a joint awarding partnership, while transferring Senior Management decisions and policies back to departmental staff for both SETU Carlow programmes and joint awarding programmes.
- 3.3 The Governing Body is a statutory body appointed in accordance with the Institute of Technology Acts 1992 to 2006. The Governing Body focuses on the overall direction and strategic management of the University

¹ A programme of education and training as defined under Qualifications and Quality Assurance (Education and Training) Act 2012 *“means a process by which a learner acquires knowledge skill or competence and includes a course of study, a course of instruction and an apprenticeship.”*

- 3.4 Academic Council is appointed by the Governing Body to assist it in the planning, coordination, development and overseeing of the educational work of SETU Carlow and to protect, maintain and develop the academic standards of the programmes and activities of SETU Carlow, both within SETU Carlow and within a joint awarding partnership.
- 3.5 The Vice President for Academic Affairs & Registrar has University-wide responsibility for academic affairs through the Academic Council and its Committees through consideration of academic quality issues arising from the annual monitoring and consequent SETU Carlow quality policy development, implementation and other actions.
- 3.6 All staff and learners through participation in the programme itself, feed in to the QA process through membership of Programme Boards, Joint Programme Boards, Faculty/Campus Boards and consequent reports to Academic Council; and other relevant activities;
- 3.7 External Examiners through their monitoring and reporting, participate in Examination Boards and the examination process.

4.0 Programme Board/Stream

- 4.1 The Head of Faculty/Campus is responsible for monitoring and reporting to Academic Council on the consistent implementation of the quality assurance procedures across all programmes, including joint awarding programmes, within the Faculty/Campus. The mechanism by which this is conducted is via a Programme Board and in the case of joint awards, the Joint Awarding Programme Board, where its membership is comprised of members of Head of Department/Faculty or the equivalent level from each awarding partner.
- Where a significant degree of overlap exists within programmes and/or where programmes are embedded within higher awards, Programme Boards may operate as Programme Streams with joint meetings and administrative structures. The Programme Board/Stream and Joint Awards Programme Board in the case of Joint Awards is responsible for the quality management of taught programmes.
- The organisation of programme streams to be decided by the relevant Head of Department, where in the case of Joint Awards, should programme streams exist in the suite of Joint Awarding Programmes, the organisation of such potential streams shall be decided by the members of the Joint Awards Programme Board
- 4.2 The Head of Department has the following role within a Programme Board/Stream:

- a. Establish Programme Board/Stream as appropriate for their department
 - b. Convene Programme Board/Stream meetings in consultation with the Programme Board / Stream Chairperson / Secretary
 - c. Attend the Programme Board/Stream and the Joint Awarding Programme Board as required and feedback any findings from the Programme Board/Stream, which require Senior Management input, to Head of Faculty, who then seeks Senior Management input as required.
- 4.3 The purpose of the Programme Board/Stream and in the case of joint awards, the Joint Awards Programme Board, is to advise the Academic Council and the Head of Department/Faculty/Campus of the respective joint awarding partner as required on issues relating to the quality management of programmes and to make appropriate recommendations on issues within its remit.
- 4.4 The objectives of both the Programme Board/Stream and the Joint Awards Programme Board include:
- a. Monitoring and ensuring the education standard of the programme(s);
 - b. Reviewing the delivery, relevance and effectiveness of programmes;
 - c. Monitoring and ensuring adherence to SETU Carlow's policy and procedures on academic standards and assessment guidelines throughout programmes;
 - d. Implementation of SETU Carlow's policy and procedures relating to access, transfer and progression within programmes;
 - e. Operation of, and interrelation between stages of programmes;
 - f. Evaluation of learner feedback outcomes;
 - g. The Programme Board/Stream recommends suitably qualified experts to act as external examiners (refer to external examiners policy);
 - h. The review and response to external examiner reports;
 - i. Proposing changes to programme schedules of accredited programmes within its remit;
 - j. Promotion of programmes of Department/Faculty/Campus and of SETU Carlow as a University;
 - k. Development of synergetic links with external bodies, industry and the wider community;
 - l. Development of new full-time programmes and part-time programmes with Lifelong Learning (LLL);
 - m. Operation of any other agreed quality assurance policies and procedure.
- 4.6 Responsibility and Accountability
 The Programme Board/Stream and the Joint Awards Programme Board shall report on matters relating to the programmes under their respective remit through the appropriate committees of Academic Council.
 Section A (refer to Appendix D) of the Annual Report of the Programme Board are submitted to Quality Assurance & Improvement (QA&I)

Committee. Section B (refer to Appendix D) of the annual report of the Annual Programme Board/Stream and the Joint Awards Programme Board, where applicable, are submitted to the Programme Planning & Validation Committee. In addition, the ongoing monitoring of Joint Awards is also noted by the Collaborative Provision Committee, due to the Collaborative nature of the relationship with the Joint Awarding Partners.

- 4.7 Class Tutors shall be elected and be a member of academic staff who, teaches the class in question, where possible. In the event of no Class Tutor being elected, the position shall be assigned by the relevant Head of Department/Faculty/Campus

The Class Tutors shall:

- a. Facilitate and monitor learners progress through the programme;
- b. Assist learners to make academic decisions/choices;
- c. Endeavour to assist the development of learners in their group;
- d. Be the first contact for learners for referral to the appropriate service;
- e. Co-ordinate the monitoring of class progress.

4.8 Programme Board/Stream Chairperson

The position of Programme Board/Stream Chairperson shall be elected from one of the Programme Directors of the constituent programmes. In the event of no Programme Director filling this position, the Chairperson shall be the relevant Head of Department/Faculty/Campus or their nominee.

4.9 Programme Director

Each programme within a Programme Board/Stream shall have a Programme Director. The Programme Director shall be the lead co-ordinator for a constituent Programme within the Programme Board/Stream and is elected from amongst the lecturers on that particular Programme.

4.10 Programme Board/Stream Secretary

The Programme Board/Stream Secretary shall be elected. In the event of no Programme Board / Stream Secretary being elected, the position shall be assigned by the relevant Head of Faculty/Department/Campus on the recommendation of the Programme Board/Stream or in the absence of this recommendation, shall be nominated by the Head of Department/Faculty.

The role of the Programme Board/Stream Secretary is to:

- a. Circulate agenda items to members in advance of Programme Board/Stream meetings;
- b. Record minutes of meetings to the agreed format as attached at Appendix C;

- c. Correspond and document as appropriate by the Programme Board/Stream;
- d. Co-ordinate the preparation of the Annual Programme Board/Stream review in consultation with the Programme Board/Stream Chair.

4.11 Membership

Membership of the Programme Board/Stream consists of:

- a. All academic staff involved in the delivery of the programmes
- b. Appropriate Head of Faculty/Campus
- c. Head of LLL or their representative where relevant
- d. Appropriate Head of Department/Campus Coordinator
- e. The Vice President for Academic Affairs & Registrar
- f. Learners
- g. For Joint Awards, membership is as per the SETU Carlow Programme Board / Stream but includes the equivalent level of membership from each Joint Awarding Partner
 - I. There shall be at least one learner representative, nominated from their programme group from each constituent programme, as is the case for Joint Awards;
 - II. Where a significant number of learners on a programme are registered as part time or LLL, a learner forum may convene *in lieu* of learner attendance at Programme Board/Stream meetings and feedback be given through the LLL staff to Faculty/Campus;
 - III. Gender balance with respect to learner representation is encouraged where possible;
 - IV. Learner representatives nominated from their programme group shall attend at all aspects of the Programme Board/Stream and the Joint Awards Programme Board as applicable, with the exceptions of:
 - Assessment and Examination results pertaining to individual learners;
 - Individual learner issues e.g. illnesses, exemptions;
 - External examiners report;
 - Any other items considered to be reserved items by the Chairperson.
- h. Where programmes are run in common across Campuses and Faculties, and Institutes in the case of Joint Awards, all relevant Heads of Department/Faculty/Campus shall be *ex-officio* members of the Programme Boards/Stream and shall be added to the circulation list.
- i. The Programme Board/Stream and Joint Awards Programme Board may co-opt where appropriate.

4.12 Conflict of Interest: (Refer to Appendix A)

- I. Each member of the Programme Board/Stream and Joint Awards Programme Board shall declare possible, conflicts of interest. These might include, but are not confined to:

- II. Personal relationships with learners on the programme or their immediate family. (e.g. family relationship, close friendship);
- III. Financial relationships (e.g. pecuniary interest in a company owned by learners or by a member of a learners' immediate family);
- IV. If a member of a Programme Board/Stream is unsure as to whether or not a conflict of interests exists, the member should
- V. consult with SETU Carlow's Policy on Conflict of interest and / or agree the matter with the person to whom they report.

4.13 Programme Meetings

Members of the Programme Board/Stream and Joint Awards Programme Board are required to attend convened and notified meetings of the Programme Board/Stream and Joint Award Programme Board.

Programme Board/Stream and Joint Awards Programme Board meetings shall be convened by Programme Board/Stream Chairperson in consultation with the Head of Department/Faculty/Campus/ in the case of SETU Carlow Programmes. In the case of Joint Awarding Programmes, the consultation with regard to convening meetings is still with the Head of Department / Faculty of all Joint Awarding Partners. A minimum of three working days notice shall apply in either case.

I. Frequency

The Programme Board/Stream and the Joint Awards Programme Board shall meet at least once per term. There shall be at least one meeting of the Programme Board/Stream in the first term to review the programme(s) in line with SETU Carlow's Policy and Procedures on Ongoing Monitoring of Programmes.

II. Working Groups

Working groups shall be appointed by the Programme Board/Stream to consider individual items and shall report back to the Programme Board/Stream. In the case of the Joint Awards Programme Board, all items are considered by the board and in the event that a working group is required for appointment, its membership shall include representatives of each awarding partner

III. Agenda

The agenda for Programme Board/Stream and Joint Awards Programme Board meetings shall be agreed before the meeting by the Chair, Head of Department/Faculty/Campus and Secretary follows the format as defined at Appendix B. The agenda shall always include an item entitled "Any Other Business" to allow any matter of concern / interest to be raised by any member. The Agenda may contain reserved items for discussion from which learners may be excluded.

IV. Minutes

The Secretary to the Programme Board/Stream and Joint Awards Programme Board shall prepare draft minutes of meetings within one working week of meeting for the Chairperson and Head of Department/Faculty/Campus who shall then arrange for their circulation. Minutes shall be adopted, signed and dated by the Chairperson at a subsequent meeting to become the official record.

5.0 Collaborative Programmes, Transnational Programmes

In the case of programmes falling under SETU Carlow Policies and Procedures on Collaborative Programmes, Transnational Programmes all aspects of the Programme Board/Stream shall be clearly defined in the programme document and collaboration agreements(s) associated with same.

6.0 Annual Programme Review

In order to facilitate Academic Council in fulfilling its legal responsibility to protect, maintain and develop the academic standards of all programmes. Programme Board/Stream members are required to submit an Annual Programme Board/Stream Report on the operation and development of the programmes under its remit. In the case of the Joint Awards Programme Board the annual report is submitted to the Academic Council of each respective Joint Awarding Partner.

The standardised format report shall include, but is not limited to, the Programme Board/Stream's and the Joint Awards Programme Board's consideration of issues arising during the year and measures taken in response, including particular consideration of, but not limited to:

- I. Progress on issues raised in previous reports;
- II. Actions taken in response to issues raised by the external examiner;
- III. Actions taken in response to feedback from learners;
- IV. Actions taken in response to issues raised by external bodies,
- V. industry and the wider community;
- VI. Learners performance and progression;
- VII. Plans for the ongoing development of the programme.

7.0 External Examiners

7.1 As outlined in SETU Carlow's *Policy and Procedure for External Examiners*, the reports of the External Examiners are fundamental to assuring and enhancing academic quality and standards.

7.2 Under this policy, all External Examiners are required to submit a report in a standardised format outlining their professional qualitative judgement on the appropriateness of the curriculum and of the assessment carried out, the standard of learners work, the fairness and consistency of assessment practice and any feedback or recommendations on issues that they consider that the Programme Board / Stream, the Department/Faculty/Campus, SETU

Carlow Joint Awards Programme Board or the Joint Awarding Partnership shall address.

- 7.3 It is understood that External Examiners' reports shall act as an input into all quality assurance procedures at module, programme and academic unit level and that action shall be taken and reported on where recommendations are issued.
 - 7.4 The Programme Board/Stream and the Joint Awards Programme Board shall consider reports from each External Examiner in the first instance before offering a response to each recommendation to the External Examiner.
- 8.0 Academic Council**
- 8.1 Academic Council considers the reports from the Faculty/Campus in fulfilling its legal responsibilities for planning, co-ordinating and developing the educational work and protecting, maintaining, developing and enhancing where required, the academic standards of the programmes and activities of SETU Carlow.
 - 8.2 The reports generated through the academic cycle inform Council's consideration of academic quality strategy, policy and procedures and, of the consistent and effective operation of its quality assurance and enhancement policies across SETU Carlow.
 - 8.3 Academic Council is responsible for ensuring the consistent and effective operation of the annual cycle set out above.

APPENDIX A

SOUTH EAST TECHNOLOGICAL UNIVERSITY CARLOW CODE OF CONDUCT ON CONFLICT OF INTEREST OF PROGRAMME BOARD/STREAM MEMBER & DECLARATION FORM

1.0 Introduction

- II. This code of conduct addresses potential conflicts of interest which may arise in SETU Carlow in relation to the formal decision-making processes concerning a Programme Board/Stream Member or Joint Awards Programme Board member
- III. SETU Carlow relies on each Programme Board/Stream Member and Joint Awards Programme Board to act in the best interests of SETU Carlow and the Joint Awarding Partnership and to observe principles of fairness, impartiality and equal opportunity in relation to their role and responsibilities.

2.0 Definition

A conflict of interest arises where a person is in a position of trust (e.g. a position of authority over another person or within an organisation) and has competing professional or personal interests which can make it difficult to fulfil their duties impartially. A conflict of interest exists even if no unethical or improper act results there from. A conflict of interest can create an appearance of impropriety that can undermine confidence in the person, profession, or process.

3.0 Existence of Conflict of Interest

- I. A conflict of interest will be deemed to exist for a Programme Board/Stream and a Joint Awards Programme Board Member in the following circumstances:
 - a. The Programme Board/Stream or Joint Awards Programme Board Member is related to learners on the programme (i.e. spouse / civil partner, parent, child, sibling, uncle or aunt, first cousin, niece or nephew or grandparent or grandchild) or has a personal relationship with a learners;
 - b. The Programme Board/Stream or Joint Awards Programme Board Member is related to, or in a personal relationship with, any person employed on the delivery or management of the programme. A related person includes any: spouse / civil partner, parent, child, sibling, uncle or aunt, first cousin, niece or nephew, or grandparent or grandchild of

the Programme Board/Stream or Joint Awards Programme Board Member.

- c. The Programme Board/Stream or Joint Awards Programme Board Member is employed or becomes employed with an Institution or body which is a collaborating partner of SETU Carlow during the term of their appointment;
- d. Any other reason considered relevant by either the Programme Board/Stream or Joint Awards Programme Board Member or SETU Carlow.

- II. Should any of the above circumstances exist or come into existence, either at the time of appointment or subsequently, the Programme Board/Stream Member shall notify the Vice President for Academic Affairs & Registrar at SETU Carlow at the earliest opportunity and absent themselves from the Examination and Assessment process. In the case of Joint Awards, should any of the above circumstances exist or come into existence, either at the time of appointment or subsequently, Joint Awards Programme Board Member shall inform the Chair of the Joint Awards Programme Board and absent themselves from the Examination and Assessment process.

Programme Board/Stream or Joint Awards Programme Board Member Declaration:

Name:

Programmes for Appointed

Duration of Term

I declare that as per section 3 above, I **do not** have any direct or indirect personal relationship, affiliation or association with any party with whom I deal in my day to day work that would give rise to any actual or perceived conflict of interest

Programme Board/Stream or Joint Awards Programme Board Member's signature:

Vice President for Academic Affairs & Registrar of SETU Carlow's signature:

Vice President for Academic Affairs & Registrar's of Joint Awarding Partner's signature:

APPENDIX B

South East Technological University Carlow Department of XXXXXX

Programme Board/Stream or Joint Awards Programme Board XXXXXX

Agenda for Meeting: *Date Month Year*

| Item | Description |
|------|---|
| 1 | Minutes of previous meeting |
| 2 | Matters arising/report on actions agreed |
| 3 | Learner items <i>Retention</i> <i>Progression</i> <i>Learners Welfare</i> <i>Timetables Projects</i> <i>Learners Issues</i> |
| 4 | Quality <i>Annual PB/S review</i> <i>QA forms and feedback</i> <i>Programme Board/Stream or Joint Awards Programme Board Member reports</i> <i>Changes to programmes</i> <i>Quality Standards</i> |
| 5 | Assessment and Examinations |
| 6 | New Programme Development <i>Single module accreditation</i> <i>Minor awards</i> <i>Special purpose awards</i> <i>New programmes</i> |
| 7 | Industrial/Community Liaison <i>Work placement</i> <i>Industry liaison board</i> <i>Guest lectures</i> <i>Industrial visits</i> |
| 8 | Promotional Activities <i>For example Open Day, Science Week, Engineers Week.</i> <i>School visits</i> <i>Press release</i> |
| 9 | Health and Safety <i>Risk Assessment</i> |
| 10 | AOB (preferably submitted in advance) |

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Proposed by:

Note: Items in *italics* are suggested items only

APPENDIX C

South East Technological University Carlow

Department of XXXXXX

Programme Board/Stream or Joint Awards Programme Board XXXXXX

Meeting Minutes: *Date Month Year*

| |
|---------------------|
| Membership: |
| Attended by: |
| Apologies: |
| Chair: |
| Secretary: |

| Item | Item Description | Action Agreed |
|--------------------------|---|--|
| 1.0 | Title of Item (<i>as per agenda</i>) | |
| 1.1 1.2 1.3 1.4 | | Initials of person(s) involved in proposed action and details of action to take place to include date for feedback |
| 2.0 | Title of Item (<i>as per agenda</i>) | |
| 2.1 2.2 2.3 | | |
| 3.0 | Title of Item (<i>as per agenda</i>) | |
| 3.1 3.2 3.3 | | |
| | Any Other Business | |
| a. b. c. | | |

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Date of Next Meeting:

Name: _____
Chairperson

Date: _____

APPENDIX D

ANNUAL PROGRAMME REVIEW ON-GOING MONITORING OF PROGRAMMES

SECTION 1: PROGRAMME BOARD/STREAM OR JOINT AWARDS **PROGRAMME BOARD REPORT**

A meeting of each Academic Department's Programme Board/Stream or Joint Awards Programme Board, convened by the Head of Department or Chair of Joint Awards Programme Board, shall complete an Annual Report of its programmes (Taught Programmes: Level 6 to Level 9) in May of each academic year, except where a Programmatic Review is being conducted in the Faculty in that particular year. The objective of the review is to ensure consideration of key issues at programme level. The review will be based on the Quality Assurance & Quality Improvement procedures of the SETU Carlow (see Framework Manual).

SECTION 1.1: General Information

| | |
|-------------------------------|--|
| Provider: | |
| Location(s): | |
| Title of Award: | |
| Level of Award: | |
| Programme Title: | |
| Programme Code: | |
| Programme Director(s): | |

SECTION 1.2: Summary of Relevant Recommendations

Summary of relevant recommendation(s) from previous Reports, Reviews or Programmatic Review Boards:

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Response

Summary of response:

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SECTION 1.3: External Examiners

External Examiner Report Attached

Yes

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No

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If no describe action taken:

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SECTION 1.4: Learner Feedback:

QA survey considered

Yes

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No

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Graduate survey reviewed

Yes

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No

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Learners Performance Statistics reviewed

Yes

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No

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Recommendations implemented

Yes

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No

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Comment:

SECTION 1.5: Programme Board/Stream Report:

Comment:

Number of Meetings held:

**Attendance Registers for each
Meeting Attached:**

Yes

No

SECTION 1.6:

(a) Key Achievements for Year: 20--/20--

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| 7 | |
| 8 | |
| 9 | |

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| 10 | |
| 11 | |
| 12 | |

Recommendation:

(b) Key Recommendations for Year: 20--/20--

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|---|--|
| 1 | |
| 2 | |
| 3 | |
| 3 | |
| 5 | |
| 6 | |
| 7 | |

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SIGNED: _____
Relevant Programme Director

Date: _____

SIGNED: _____
Head of Department

Date: _____

SIGNED:** _____ **Date:** _____
Head of Faculty of Lifelong Learning (if applicable)

SIGNED: _____
Head of Faculty/Campus

Date: _____

SIGNED: _____ **Date:** _____
Chair of Joint Awards Programme Board

**** To be signed by the Head of Faculty of Lifelong Learning if this programme is also offered by this Department.**

Vice President for Academic Affairs & Registrar's Office Use Only:

SIGNED: _____ **Date:** _____
Chair QA & E Committee

ON-GOING MONITORING OF PROGRAMME ANNUAL PROGRAMME REVIEW

SECTION 2: PROPOSED CHANGES TO PROGRAMME

This Section can be used to propose changes to the programme title, entry requirement, syllabi content/structure/delivery, assessment procedures and programme schedules. This is a sub-section of the Annual Programme Review but can be used independently of it to facilitate changes proposed outside of a Faculty/Campus Programmatic Review.

Proposed changes for the 20 - -/20 - - academic year are required to be submitted to the Vice President for Academic Affairs & Registrar's Office of SETU Carlow or each respective Joint Awarding Partner in the case of Joint Awards by the end of January, prior to the academic year commencing to enable them to be processed for approval by the President/Senior Management of SETU Carlow or in the case of Joint Awards, the Joint Awarding Strategy Group comprising of senior management member representation of each Joint Awarding Partner. Attachments can be added to this form to support proposed changes.

The Programmatic Review supersedes the Annual Programme Review.

Programmes Effected by Proposed Changes (must also include all Exit Awards and LLL Awards):

| Banner Code <i>(Also must include all associated Exit Awards Banner Codes & all LLL Banner Codes)</i> | Full Title of Programme | Delivery <i>(Full-time or Part-time)</i> | 1* Resource Implications <i>(Yes / No)</i> | 2* Banner APS Amendment <i>(Yes / No)</i> | 2* Banner APS Attached <i>(Yes / No)</i> | 3* Current & Proposed Syllabi Attached <i>(Yes / No)</i> | 5* Implementation Date for Changes |
|---|--------------------------------|--|--|---|--|--|---|
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Detail of Proposed Changes:

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Rationale for Proposed Changes:

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General Notes:

1. **Resources:** Where the proposed changes have resource implications, approval from Senior Management shall be attached.
 2. **Programme Schedules:** All Banner programme schedules affected by the proposed changes shall be attached (*including all Exit Awards & Part-time LLL*). Proposed changes to be clearly identified and shall be attached to this report.
 3. **Syllabi:** The current syllabi and the proposed revised syllabi, where applicable, shall be amended and attached to this report.
 4. **Part-time Programmes:** Amendments that impact on part-time programmes, the application shall be signed off by the Head of Lifelong Learning with all relevant Banner Programme Codes and amended APS documentation shall be attached by the Head of Lifelong Learning or by their nominee.
 5. **Implementation Date:** If changes are to be phased-in, a schedule shall be attached.
 6. Academic Council shall notify programme board streams of approved annual programme review changes.
-

Annual Programme Review (Section 2: Proposed Changes to Programme) Application Process:

| | 1. Programme Director | 2. Head of Department | 3. Head of Lifelong Learning <i>(if changes impact on LLL programmes)</i> | 4. Head of Faculty / Campus | 5. Faculty / Campus Administrator | 6. President / Senior Management |
|-------------------|--------------------------------------|--------------------------------------|--|--|--|---|
| Signature: | | | | | | |
| Date: | | | | | | |

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Vice President for Academic Affairs & Registrar's Office:

All Current Year Banner APS's attached with changes clearly identified: Yes ☐ No ☐

Where there is a change to syllabi, proposed and revised syllabi attached: Yes ☐ No ☐

Noted on APR Index and forwarded to PPVC & Academic Council: Yes ☐ No ☐

VPAA & Registrar's Office Administrator: _____
Date _____

Academic Council Process:

Approved: _____ Date: _____
Programme Planning & Validation Committee

Approved: _____ Date: _____
Academic Council