

**FORM PDARF6: FROM 2019/2020 ONWARDS**

**STRUCTURED ELECTIVE OR SPECIALISATION**

***PROPOSAL OR CHANGE***

**For submission to the Governing Board**

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| **This form should be used when submitting a proposal from the academic session 2019-20 onwards.*** **Section A** relates to Structured Elective proposals or changes
* ***Section B*** relates to Specialisation proposals or changes
* Complete form – advice may be sought from the School/UMT and/or College, or via curriculum@ucd.ie. Governance queries should be directed to University Secretariat via programmes@ucd.ie
* Submit to the relevant Governing Board for approval. Pending Governing Board approval, the form is then submitted to curriculum@ucd.ie for implementation.

A structured elective is may not be advertised until approved.  |

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| **Section A:** |
| **Structured Elective Proposal/Change** |
| 1 | **Structured Elective Title***Please include full title of the structured elective.* |  |
| 2 | **Director of Structured Elective***Please include email address and telephone number.* |  |
| 3 | **Governing Board date of approval** |  |
| 4 | **Governing Board governing the structured elective**  |  |
| 5 | **Academic Year change is applicable to** |  |
| 6 | **Rationale for the Proposed New Structured Elective/Rationale for Change***Insert a brief description of the factors which have contributed to the development/amendment of this proposal, with reference to how the structured elective fits into the relevant School/College/University Strategic Plans. Also highlight any crossover and/or collaboration across Schools/Units or Colleges.* |
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| 7 | **Structured Elective Learning Outcomes** *Insert a brief description of the learning outcomes of the proposed structured elective with reference to the 5 domains of the UCD level descriptors: (1) Knowledge and understanding; (2) Applying knowledge and understanding; (3) Making judgements; (4) Communications and working skills; (5) Learning skills .*  |
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| **8** | *Proposed Advertising Strategy**Please outline the strategy relating to the advertisement of the structured electives. This includes any plans for marketing or advertising the structured electives as well as the date on which this material will be released (please note that no structured electives may be advertised until approved)).* |  |
| 9 | **Use of School/Unit resources/module sharing***Please specify the extent to which existing academic staff and other resources will be applied to the structured electives ( e.g. modules taught, technical and administrative support).* |  |
| 10 | **Impact on existing programmes (if any)***Please indicate the expected impact on intake to existing programmes where relevant.* |  |

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| **11** | **Associated Programmes** *Please list all programmes in which this structured elective is to be offered.*  |  |
| **12** | **Please confirm that the Governing Board(s) overseeing the programme(s) named above have been consulted and have agreed to offer the proposed structured elective as part of the programme(s).** *(Please mark* ***X*** *as appropriate)* \_\_\_ Yes \_\_\_ No  |
| **13** | **Module List** *Please specify the modules in the structured elective. It is expected that this module list has been reviewed and agreed in with the relevant Schools/Units.*  |
| **Module List** | **New (N) or Existing (E) Module?** | **Level** | **Trimester**  | **Credits** |
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| **Do any of the above Modules need to be taken in specific order?** *Please explain below.* |
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| **Section B:** |
| **Specialisation Proposal/Change** |

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| 1 | **Specialisation Elective Title***Please include full title of the structured elective.* |  |
| 2 | **Director of Specialisation***Please include email address and telephone number.* |  |
| 3 | **Governing Board date of approval** |  |
| 4 | **Governing Board governing the Specialisation**  |  |
| 5 | **Academic Year change is applicable to** |  |
| 6 | **Rationale for the Proposed New Specialisation/Rationale for Change***Insert a brief description of the factors which have contributed to the development/amendment of this proposal, with reference to how the structured elective fits into the relevant School/College/University Strategic Plans. Also highlight any crossover and/or collaboration across Schools/Units or Colleges.* |
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| 7 | **Specialisation Learning Outcomes** *Insert a brief description of the learning outcomes of the proposed structured elective with reference to the 5 domains of the UCD level descriptors: (1) Knowledge and understanding; (2) Applying knowledge and understanding; (3) Making judgements; (4) Communications and working skills; (5) Learning skills .*  |
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| **8** | **Proposed Advertising Strategy***Please outline the strategy relating to the advertisement of the specialisation. This includes any plans for marketing or advertising as well as the date on which this material will be released (please note that no specialisations may be advertised until approved)).* |  |
| 9 | **Use of School/Unit resources/ module sharing***Please specify the extent to which existing academic staff and other resources will be applied to the specialisation ( e.g. modules taught, technical and administrative support).* |  |
| 10 | **Impact on existing programmes (if any)***Please indicate the expected impact on intake to existing programmes where relevant.* |  |

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| 11 | **Overall Credit Structure per Stage** |
| *Please list total number of credits per stage. This section helps a Governing Board to clarify whether the Modules listed can be completed within the structure of a programme.*  | **Stage** |  **Credits** | **Total** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **Total** |  |  |
| **12** | **Associated Programmes** *Please list all programmes in which this specialisation is to be offered.*  |  |
| **13** | **Please confirm that the Governing Board (s) overseeing the programme(s) named above have been consulted and have agreed to offer the proposed structured elective as part of the programme(s).** *(Please mark* ***X*** *as appropriate)* \_\_\_ Yes \_\_\_ No  |
| **14** | **Module List** *Please specify the modules in the specialisation by Stage. It is expected that this module list has been reviewed and agreed in with the relevant Schools/Units.*  |

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| **Module List** | **Stage** | **Level** | **Trimester**  | **Credits** | **New (N) or Existing (E) Module?** |
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| **REQUIRED SIGNATURES** |
| Electronic copies of all programme-related submission forms may be sent via email to the Curriculum Team via **curriculum@ucd.ie**.  All such proposal forms **must also be signed by all signatories. Proposals** which are not signed **will not be implemented.**  |
| **SIGNATURES***By signing this form, you are indicating that any necessary initial consultations have occurred at School/Unit and College-level and that the proposal has been reviewed and agreed by the Governing Board. Where a programme is shared between more than one School/Unit or College, please include all relevant signatures (duplicate as necessary):* |
| **Head of Initiating School** (Print Name & Signature) |  | **Date:** |
| **Chair of Governing Board**(Print Name & Signature) | **Date:** | **Date:** |