**PROGRAMME CHANGE PROPOSAL FORM**

Instructions for completion:

* Complete Part 1
* Complete one section (A, B, C or D) in Part 2
* Complete Parts 3 and 4 in consultation with relevant School colleagues

**Part 1: Programme Summary**

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| **College** |  |
| **School, where the programme is primarily provided within and is the responsibility of a School** |  |
| **Programme Title (in full) in respect of which the change is proposed** |  |
| **Award Type** | Tick one box  Major  Minor |
| **Award Level (NQF)** |  |
| **Programme Director** |  |
| **Mode of Study** | Tick one or more boxes  Full-time  Part-time  Continuous |
| **Programme Duration** | Give information, in semesters, for one or more modes  Fulltime  Part-time  Continuous |
| **Programme ECTS (Total)** |  |

**Part 2: Details of Proposed Change**

Complete the section most appropriate to the proposed programme change and delete the other three sections. Only **one** section is required to be completed.

1. Suspension of Programme
2. Withdrawal of Programme
3. Major Programme Changes
4. Reintroduction of Programme

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| 1. **Suspension of Programme**   Complete this section if proposed to suspend the programme with the intention of recommencing at a later stage (normally one academic year later). | | |
| **Suspension to take effect from:** | *<<insert year of intake affected>>* | |
| **No. Enrolments in Previous Years:** | *<<insert no. enrolments of most recent intake>>*   |  |  | | --- | --- | | **Year** | **No. Enrolments** | |  |  | |  |  | |  |  | | |
| **Provide a brief overview of the rationale behind the proposal to suspend the programme at this time.** (max 300 words) | | |
| *Potentially has arisen from a change in:*   * *student demand* * *industry or other external factors* * *developments in subject area/Discipline* * *developments in the School/College* * *or other* | | |
| **Provide a brief overview of planned activity during the period of suspension.** (max 200 words) | | |
| *Potentially:*   * *market research* * *consultation with industry* * *programme review* * *or other* | | |
| **Potential next intake:** | | *<<insert year of the next planned intake>>* |
| **Provide detail of any potential areas of impact (positive or negative) for current students, prospective students or other stakeholders and plans to manage any potentially negative consequences.** (max 200 words) | | |
| *Potentially impact on:*   * *applicants to the programme* * *current students on the programme* * *employers or industry partners* | | |
| **Are there any other factors that may be important in considering the proposal to suspend the programme at this time? (**max 150 words) | | |
| *Potentially:*   * *Plans for other programmes utilising a module, or multiple modules from this programme.* * *Impact on staffing or other School resources.* | | |

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| 1. **Withdrawal of Programme**   Complete this section if proposed to withdraw the programme from the University’s portfolio of offerings. | |
| **Withdrawal to take effect from:** | *<<insert year of intake affected>>* |
| **No. Enrolments in Previous Years:** | *<<insert no. enrolments of most recent intake>>*   |  |  | | --- | --- | | **Year** | **No. Enrolments** | |  |  | |  |  | |  |  | |
| **Provide a brief overview of the rationale behind the proposal to withdraw the programme at this time.** (max 300 words) | |
| *Potentially has arisen from a change in:*   * *student demand* * *industry or other external factors* * *developments in subject area/Discipline* * *developments in the School/College* * *or other* | |
| **Provide detail of any potential areas of impact (positive or negative) for current students, prospective students or other stakeholders and plans to manage any potentially negative consequences.** (max 200 words) | |
| *Potentially:*   * *applicants to the programme* * *current students on the programme* * *employers or industry partners* | |
| **Are there any other factors that may be important in considering the proposal to withdraw the programme at this time?** (max 150 words) | |
| *Potentially:*   * *Plans for other programmes utilising a module, or multiple modules from this programme.* * *Impact on staffing or other School resources.* | |

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| 1. **major programme changes**   Complete this section if proposed to significantly change the current programme offering. | |
| **Changes to take effect from:** | *<<insert academic year of commencement of change>>* |
| **Cohorts to be impacted:** | *<<new intake only or for existing students also>>* |
| **No. Enrolments in Previous Years:** | *<<insert no. enrolments of most recent intake>>*   |  |  | | --- | --- | | **Year** | **No. Enrolments** | |  |  | |  |  | |  |  | |
| **Provide a summary statement of major change proposed. Specify the current offering alongside the proposed offering, clearly highlighting the proposed change.** (max 100 words) | |
| *Potentially changes to:*   * *Programme Title* * *Award Type* * *Programme Level Learning Outcomes* * *NFQ Level* * *Programme Duration* * *Mode of Study* * *Large number of modules* * *Creation of minor award (or early exit award)* * *Access, transfer or progression requirements (including entry requirements)* * *Work placement with associated assessment requirements* * *Programme management (e.g. introduction of collaboration provider)*   *Please attach a programme outline, clearly highlighting areas of proposed change.* | |
| **Provide a brief overview of the rationale behind the proposal to change the programme at this time.** (max 250 words) | |
| *Potentially:*   * *student demand* * *recommendations following review* * *accreditation requirements* * *feedback from students or other stakeholders* * *industry or other external factors* * *developments in subject area/Discipline* * *developments in the School/College* * *or other* | |
| **In addition to the rationale above, are there any specific objectives associated with this change? Provide detail of any analysis or market research undertaken underpinning these objectives.** (max 300 words) | |
| *Potentially:*   * *increase student enrolments* * *improve competitiveness in existing markets and/or compete in new markets* * *Improve student retention* * *improve graduate employability*   *Note: It may be useful to consult the ‘Market Research Guide’ for new programme development in instances where there is a significant reform to drive student recruitment is planned*. | |
| **Outline details of internal and external consultation which has informed any new objectives associated with the programme change.** (max 300 words) | |
| *Potentially:*   * *Current or past students* * *Student Recruitment and Outreach (on domestic recruitment)* * *Global Galway student recruitment ream (on international recruitment)* * *Admissions (on entry requirements)* * *Career Development Centre (on graduate employability)* * *Employers/industry partners* * *Accreditation partners* * *Guidance counsellors* | |
| **Provide detail of any potential areas of impact (positive or negative) for current students, prospective students or other stakeholders and plans to manage any potentially negative consequences.** (max 200 words) | |
| *Potentially:*   * *applicants to the programme* * *current students on the programme* * *employers or industry partners* | |
| **Are there any other factors that may be important in considering the proposal to change the programme at this time?** (max 150 words) | |
| *Potentially:*   * *Plans for other programmes utilising a module, or multiple modules from this programme.* * *Impact on staffing or other School resources* | |

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| 1. **reintroduction of programme**   Complete this section if proposed to reintroduce a programme (following suspension). | |
| **Changes to take effect from:** | *<<insert academic year of commencement of change>>* |
| **Cohorts to be impacted:** | *<<new intake only or for existing students also>>* |
| **No. Enrolments in Previous Years:** | *<<insert no. enrolments of most recent intake>>*   |  |  | | --- | --- | | **Year** | **No. Enrolments** | |  |  | |  |  | |  |  | |
| **Provide a summary statement of how the programme has changed since previously offered. Specify the previous offering alongside the proposed new offering, clearly highlighting the change. Clearly highlight changes that are likely to improve the attractiveness of the progamme.** (max 100 words) | |
| *Potentially changes to:*   * *Programme Title* * *Award Type* * *Programme Level Learning Outcomes* * *NFQ Level* * *Programme Duration* * *Mode of Study* * *Large number of modules* * *Creation of minor award (or early exit award)* * *Access, transfer or progression requirements (including entry requirements)* * *Work placement with associated assessment requirements* * *Programme management (e.g. introduction of collaboration provider)*   *Please attach a programme outline, clearly highlighting areas of proposed change.* | |
| **Provide a brief overview of the rationale behind the proposal to reintroduce the programme.** (max 250 words) | |
| *Potentially:*   * *student demand* * *recommendations following review* * *accreditation requirements* * *feedback from students or other stakeholders* * *industry or other external factors* * *developments in subject area/Discipline* * *developments in the School/College* * *or other* | |
| **In addition to the rationale above, are there any specific objectives associated with this change? Provide detail of any analysis or market research undertaken underpinning these objectives.** (max 300 words) | |
| *Potentially:*   * *increase student enrolments* * *improve competitiveness in existing markets and/or compete in new markets* * *Improve student retention* * *improve graduate employability*   *Note: It may be useful to consult the ‘Market Research Guide’ for new programme development in instances where there is a significant reform to drive student recruitment is planned*. | |
| **Outline details of internal and external consultation that has informed the decision to reintroduce the programme.** (max 300 words) | |
| *Potentially:*   * *Current or past students* * *Student Recruitment and Outreach (on domestic recruitment)* * *Global Galway student recruitment ream (on international recruitment)* * *Admissions (on entry requirements)* * *Career Development Centre (on graduate employability)* * *Employers/industry partners* * *Accreditation partners* * *Guidance counsellors* | |
| **What activity has taken place or is planned to ensure the programme will attract sustainable enrolment numbers and that the reintroduction will be a success?** (max 200 words) | |
| *Potentially:*   * *Market research* * *Recruitment opportunities identified* * *Marketing/student recruitment plan in place for first intake* * *Launch activity planned* | |
| **Are there any other factors that may be important in considering the proposal to reintroduce the programme at this time?** (max 150 words) | |
| *Potentially:*   * *Plans for other programmes utilising a module, or multiple modules from this programme.* * *Impact on staffing or other School resources* | |

**Part 3: Resources**

This section should be completed if it is anticipated that there will be a significant impact on School/College finances. Please liaise with Head of School to determine if this section needs to be completed.

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| **What is the projected impact of the proposed programme changes to budgeted tuition fee income?** (max 150 words) |
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| **Are there any other financial factors that may be important in considering the proposal to change the programme at this time?** (max 150 words) |
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**Part 4: School and College Support**

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| 1. **Strategic fit – To be completed by head of school** |
| **Provide an overview of how the proposed change aligns with School level plans. Does it align with the College Strategy in terms of areas of focus and priority?** (max 150 words) |
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| 1. **APPROVAL** |
| |  |  |  | | --- | --- | --- | | **NAME** | **SIGNATURE** | **DATE** | | **Programme Director** |  |  | | **Head of School** |  |  | | **College Board Approval** | *<<insert minutes and date of meeting>>* |  | | **Graduate Studies Board Approval (*in case of PG Research Programme*)** | *<<insert minutes and date of meeting>>* |  | |