



TUS

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarthar Láir

Technological University of the Shannon:
Midlands Midwest

TUS Procedures for Taught Programme Validation and Modification 2025 – 2030



Document Control Record

Academic Quality Assurance and Enhancement Handbook Volume 6: No 2	
Document Title	TUS Procedures for Taught Programme Validation and Modification 2025 – 2030
Document Entrust	Academic Council Subcommittee: Programme Provision and Reviews
Document Status	Approved
Revision No	1.0
Pages	Page 2 of 44
Approval Body	Academic Council
Date of Approval	17/010/2025
Next Revision	2031

Revision History	
Revision No	Comments/Summary of Changes
1.0	Approved by Academic Council (17/010/2025)

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1.0 Introduction

This *TUS Procedures for Programme Validation and Modification* (hereafter referred to as the Procedures) supports the *TUS Policy for Taught Programme Validation and Modification*^[1] (hereafter referred to as the Policy). The Policy details the TUS approach to academic quality assurance and enhancement in developing and validating new programmes. The policy outlines: the TUS Awards Framework, Validation Criteria for New Awards, Overarching Programme Structure Considerations, Programme and Module Design Considerations and the TUS Approach to the Modification of Programmes Outside of Programmatic Review.

This Procedures document accompanies the Policy and provides the detailed procedural steps for programme validation and modification processes in TUS, in adherence with the policy. These procedures include:

- 1) Validation and approval of programmes leading to Major Awards;
- 2) Validation and approval of programmes leading to Non-major Awards.
- 3) Modification of a programme including differential validation.

In accordance with the Policy, these procedure enable TUS respond in an agile manner to fulfill its mission and meet stakeholder requirements and provide a robust quality assurance framework to ensure that awards of TUS may be included within the National Framework of Qualifications (NFQ), as appropriate.

2.0 Scope of the Procedures

The procedures outlined in this document apply to all Taught Programmes at both undergraduate and postgraduate level, including collaborative and joint programmes, leading to (1) Major and Non-major awards at Level 6 to Level 9 on the NFQ, and (2), TUS Certificates of Completion for Programmes of 1 – 9 ECTS credit volume range. Accordingly,

- 1) All new taught programmes shall be designed and developed in adherence with these procedures.
- 2) All changes made to programmes, outside of programmatic review, arising from on-going monitoring and review, shall be made in adherence with these procedures.

Separate validation processes are not required where a major award and linked embedded awards are proposed concurrently.

The Procedures accompany the *TUS Policy for Taught Programme Validation and Modification*^[1]. They should be read in conjunction with the TUS Academic Quality Assurance and Enhancement Handbook^[2], including, but not limited to:

- TUS Policy and Procedures for Collaborative Provision (National and Transnational);^[3]
- TUS Policy for Participation in the European Approach for the QA of Joint Programmes; ^[4]
- TUS Academic Regulations for Taught Programmes; ^[5]
- TUS Policy for Exit Awards; ^[6]
- TUS Policy and Procedures on Digital Badges; ^[7]
- TUS Student Placement Policy;^[8]
- TUS Policy on Recognition of Prior Learning. ^[9]

Programme development teams are requested to utilise the following resources to assist during the process of programme development and validation:

1. Putting Learning first: TUS Learning, Teaching and Assessment Strategy.^[10]
2. TUS Graduate Attributes Framework^[11]
3. TUS Guide to Writing and Using Learning Outcomes^[12]
4. TUS Compendium of Approaches to Internationalisation of the Home Curriculum. ^[13]
5. TUS Compendium of Embedding Education for Sustainable Development in Teaching, Learning and Assessment. ^[14]

Separate policies apply to the TUS postgraduate research programme portfolio, for programmes leading to awards at Level 9 and Level 10 on the NFQ, including the TUS Postgraduate Research Regulations.^[2, 15] A separate *TUS Policy and Procedures on Digital Badges*^[8] applies to the development of digital badges, which in TUS are non-credit bearing.

2.0 Validation of Programmes leading to Major Awards

2.1 Overview of the different Stages (Major Awards)

There are five (5) distinct Stages within the programme development process for Major Awards. An overview of the Stages is summarised in Table 1 and diagrammatically illustrated Figure 1.

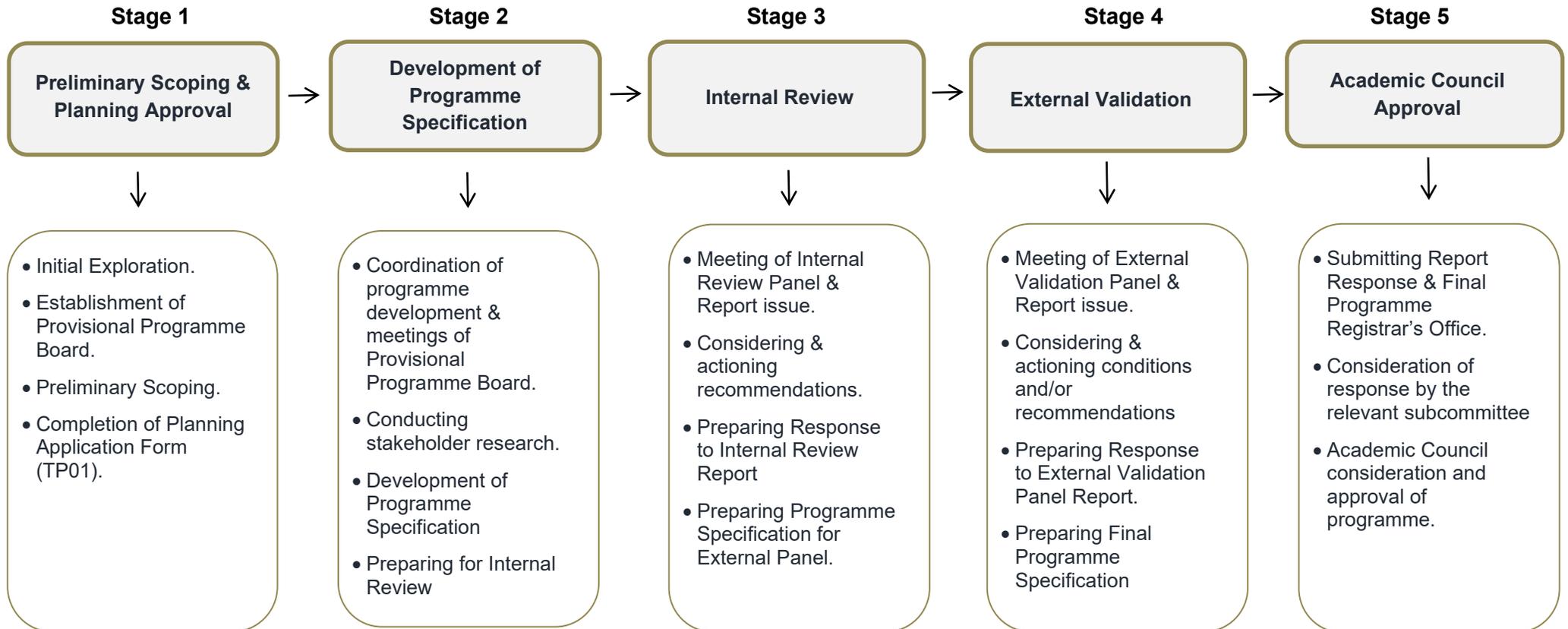
The procedural detail is outlined in Section 2.2 to 3.3, respectively.

New programme and module documentation is managed through the curriculum management, Academic Module Manager (AMM) software application.

Table 1. Overview of the Stages for Major Award Validation

Stage	Overview
1. Preliminary Scoping and Planning Approval	<p>This phase marks the genesis of programme development and usually occurs within the relevant Faculty/Department. It involves the establishment of a Provisional Programme Board and preliminary scoping. The primary step within this phase is the securing of approval for the development of the programme on submission of an application to Academic Council, via the relevant subcommittee.</p>
2. Development of Programme Specification	<p>This involves detailed discussion and developmental work at New Programme Board meetings. An evidence base is generated from appropriate research and stakeholder engagement. Discussion with relevant external stakeholders including industry and employment sectors, and professional bodies (if applicable) form an integral part of this process. This phase results in the development of the draft Programme Specification</p>
3. Internal Review	<p>The internal panel review serves to provide a critical, independent peer assessment of the programme's design, structure and delivery, ensuring it meets quality standards and aligns with the University strategy. The purpose is to make recommendations on areas for improvement before a programme is submitted for validation and to ensure that the documentation presented is of a quality and standard to be issued to the External Panel.</p>
4. External Validation	<p>The External Review process involves the review of the proposed programme by the External Panel on behalf of Academic Council. The Panel makes a recommendation to Academic Council with respect to the Validation outcome. The New Programme Board responds formally to the External Panel Report and actions the findings, conditions and recommendations as appropriate.</p>
5. Academic Council Approval	<p>This phase involves the Academic Council consideration of the Validation Panel Report and Programme Board Response, through the relevant subcommittee, following by Academic Council Approval of the New Award as appropriate. The External Panel Report, Programme Board Response and Final Approved Programme Document are archived and a Certificate of Programme Approval is maintained by the Office of VP Academic Affairs & Registrar.</p>

Figure 1. Outline of Procedure for Validation and Approval of a Major Award



2.2 Stage 1: Preliminary Scoping and Academic Council Approval to Develop

The new programme is normally proposed by a programme team in consultation with the Head of Department and the Dean of the Faculty/School. The Head of Department establishes a Provisional Programme Board to conduct initial exploration and further the proposal.¹ Interdisciplinary programmes may involve more than one Department/Faculty and such programmes may be jointly proposed by Departments and Faculty/School.

- 1) The Provisional Programme Board is responsible for the development of the programme from initial planning to validation and approval. Where appropriate, cross-departmental and cross-campus participation is encouraged across the University.
- 2) The Provisional Programme Board is constituted by the proposing Head(s) of Department/Faculty/School. It shall normally comprise:
 - Head(s) of Department/Faculty/School (lead proposer(s)), as required;
 - Academic staff with experience and expertise in the relevant discipline area(s)
 - Other nominees with relevant expertise may be co-opted or consulted as appropriate.
- 3) The Provisional Programme Board conducts a preliminary scoping exercise with appropriate research to inform and support the rationale and demand for the proposed programme.
- 4) A New Programme Proposal Form is completed by the Provisional Programme Board ([Appendix 1 TUS Form TP01](#)). The completed proposal includes a summary of:
 - 1) rationale of the programme, including design and delivery options; the uniqueness of the proposed programme *vis a vis* other providers; and/or the niche/educational opportunity the programme will address;
 - 2) expected educational demand by applicants for the programme, including projected intake of students;
 - 3) employment, industry, and professional opportunities that the programme will address;
 - 4) resource implications for the delivery of the programme, including staffing and physical resource implications.

¹ Note: Following validation, the Provisional Programme Board is discontinued, and a Programme Board is established for the management of the programme

The form shall normally be completed using the TP01 template on Academic Module Manager.

- 5) The completed New Programme Proposal Form is submitted to Academic Council for comment and academic approval, via the relevant Academic Council Subcommittee (*as noted on the TP01 Template*) The submission to Academic Council Subcommittee is subject to the approval of relevant Head of Department and Dean of Faculty.
- 6) If approved by Academic Council, the proposal is progressed to the next stage. Unsuccessful proposals may be returned to the proposing team for further information, clarification, or reconsideration of the original proposal.
- 7) An Approved New Programme Proposal is valid for two years from the date of Academic Council approval and expires thereafter requiring a reconsideration.

A proposal for a new programme should normally be submitted sufficiently well in advance of the proposed starting date to allow time for the validation process to be conducted. Sufficient time is also required for lead in time in the case of CAO listed programmes, marketing time in the case of international and flexible programmes, and time for potential students to be notified. Consultation with Registrar's Office and Admissions Office and submission of detail of potential new programmes in consideration would be beneficial. The Admissions office will advise locally of lead in times required for CAO programmes.

2.3 Stage 2: Preparation and Development of New Programme Document

- 1) The Provisional Programme Board in consultation with the Head of Department develop and draft a new Programme Specification. The Programme Specification is developed in Academic Module Manager. TUS provides an outline Programme Specification Template in Module Manager for use by the programme development team. The applicable headings are evident [Appendix 2, TUS Programme Specification Template](#).
- 2) The Provisional Programme Board builds on the preliminary scoping to conduct appropriate research and stakeholder consultation to inform the development of the programme.
- 3) Programme development teams are requested to take account of the [Validation Criteria for New TUS Awards \(Appendix 3\)](#), and to utilise the following resources to assist during the process of programme development and validation:
 - a) Putting Learning First: TUS Learning, Teaching and Assessment Strategy.^[10]
 - b) TUS Graduate Attributes Framework.^[11]

- c) TUS Guide to Writing and Using Learning Outcomes.^[12]
 - d) TUS Compendium of Approaches to Internationalisation of the Home Curriculum.^[13]
 - e) TUS Compendium of Embedding Education for Sustainable Development in Teaching, Learning and Assessment.^[14]
- 4) A New Programme Specification is required for each award presented for validation including any embedded Major and Non-major Awards.
 - 5) The New Programme Specification should be structured and completed with information provided on each of the headings included in the New Programme Template. For embedded awards, cross referencing to the relevant information in the Highest Award may be included where relevant (e.g. sections relating to Rationale, Demand and Resources).
 - 6) The Head of Department arranges for the submission of a soft copy of the New Programme Specification to the Registrar's Office to support the conduct of an Internal Review Panel.

2.4 Stage 3: Internal Review

As part of a self-assessment process, conducted by the programme team, an Internal Review of the programme document is conducted by an Internal Review Panel. The purpose of the Internal Review is to provide a constructive and critical review to support the programme team in preparing the proposal for the external validation meeting, to make recommendations on areas for improvement and to ensure that the documentation presented is of a quality and standard to be issued to the External Panel. The internal panel review serves to provide a critical, independent peer assessment of the programme's design, structure and delivery, ensuring it meets quality standards and aligns with the University strategy

The Internal Review Panel is required to make an impartial judgement on the standard and content of the proposed programme(s).

- 1) The Assistant Registrar in conjunction with the relevant Dean of Faculty/Head of Department is responsible for constituting the Internal Review Panel.
- 2) The Internal Review Panel shall be comprised of no less than four persons including:
 - a) a Chairperson, generally the Assistant Registrar or their Nominee;
 - b) a Dean of Faculty or Head of Department from a TUS Faculty/School not involved in offering the programme for review;

and at least any two of the following

- c) an experienced Academic from a Department not involved in offering the programme for review, who has discipline-specific or discipline related knowledge;
- d) an experienced member of TUS Functional areas such as CPID or Library *inter alia*;
- e) one external Academic and/or one external Industry/Employer representative in the proposed programme discipline.

In selecting the panel, the Faculty shall ensure that normally at least one member of the panel has discipline-specific or discipline-related knowledge.

- 3) The Office of VP Academic Affairs and Registrar/Faculty shall consult with nominees as appropriate, to ascertain their willingness and availability to act on the Internal Review Panel.
- 4) The Internal Review Panel shall use as its agenda the [Typical Agenda for an Internal Review/External Validation Panel \(Appendix 4\)](#).
- 5) The Internal Review Panel shall satisfy itself that the [Validation Criteria for New TUS Awards \(Appendix 3\)](#), have been met. [The TUS Guide For Programme Assessors \(Appendix 5\)](#) is available as a resource for panel members.
- 6) Where an Internal Review Panel is not satisfied that the validation criteria have been met, the Provisional Programme Board may be requested to resubmit the programme document subject to recommendation(s).
- 7) Where an Internal Review Panel is satisfied that the validation criteria have been met, the internal review panel recommends that the programme may be submitted for External Validation (Stage 4).
 - a) The panel may make recommendations to enhance the proposal/programme specification prior to submission for external validation.
 - b) The Chair shall prepare an Internal Review Report using the [Template for Typical Content for an Internal/External Panel Report \(Appendix 6\)](#) for the relevant Dean of the Faculty/School for issue to the Provisional Programme Board for their consideration. A copy shall also be issued to the Quality Office.
- 8) The Provisional Programme Board considers the Internal Review Panel Report:
 - a) It shall make the necessary amendments to the Programme Specification(s) in the context of the report;
 - b) It shall prepare a response to the Findings using the [TUS Form TP02, Programme Board Response to an Internal/External Panel Report \(Appendix](#)

7).

- 9) The Provisional Programme Board shall submit a copy of the Internal Panel Report to the Head of Department who shall consider the response in consultation with the Dean of Faculty as appropriate.
- 10) On consideration of the response, the Head of Department, in conjunction with the relevant Faculty/School Office, submits a soft copy of the revised Programme Specification(s) to the Office of the Vice President Academic Affairs and Registrar's to support the conduct of the External Validation. This notice shall include confirmation that the Report of the Internal Review Panel has been fully considered.
- 11) On receipt of this notice, the next stage of the validation process is requested, that is, the convening of an External Panel for external review and formal validation.

2.5 Stage 4: External Validation

The Office of Vice President Academic Affairs and Registrar, in conjunction with the relevant Faculty, is responsible for constituting the External Validation Panel.

- 1) A Panel is normally composed of a Panel Chair and representatives from Industry and Academia, as follows:
 - a) a Chairperson (an academic with senior management experience in Higher education);
 - b) two academic members of Higher Education Institutions;
 - c) two members from relevant employment sectors/industry.
 - d) an enrolled or formerly enrolled learner.
- 2) TUS shall nominate a Secretary to the Validation Panel to assist and support it with its work.
- 3) In constituting the external panel:
 - a) due consideration should be given to avoid any conflict of interest/perceived conflict of interest;
 - b) effort shall be made to ensure gender balance;
 - c) former External Examiners, who served in the proposing Department, shall not normally be invited to serve as panel members before a lapse period of at least two years from the date on which they ceased acting as an External Examiner.
- 4) The Registrar's Office in conjunction with the relevant Faculty/Department:

- a) agrees a date for the External Validation Event and for receipt by the Office of the Programme Specification(s);
 - b) determines if the validation will be virtual or in-person and if in-person agrees the location;
- 5) The Registrar's Office shall issue the following to the validation panel members, normally at least two weeks in advance of the agreed meeting date:
- a) meeting agenda;
 - b) a Conflict of Interest declaration;
 - c) soft copies of Programme Specification(s);
 - d) TUS Policy and Procedures for Programme Validation and Modification
 - e) TUS Guide For Programme Assessors
 - f) any additional relevant information provided by the Faculty/Department.
- 6) The panel members shall submit the [External Panel Member Conflict of Interest Declaration \(Appendix 8\)](#) in advance of the validation meeting.
- 7) The Head of Department and Provisional Programme Board shall undertake any necessary preparation for the validation meeting, including circulating all documentation to team members.
- 8) The [Typical Agenda for an Internal Review/External Validation Panel](#) is provided in [Appendix 4](#).
- 9) The External Validation Panel shall satisfy itself that the [Validation Criteria for New TUS Awards \(Appendix 3\)](#), have been met to recommend approval of the programme(s). The [TUS Guide For Programme Assessors \(Appendix 5\)](#) is available as a resource for panel members.
- 10) The Validation Panel can make one of the following Main Findings:
- a) recommend to Academic Council the approval of the proposed programme(s) without modification;
 - b) recommend to Academic Council the approval of the proposed programme(s) subject to Condition(s) and/or Recommendations;
 - c) recommend not to approve the proposed programme.
 - d) recommend not to approve the proposed programme and request resubmission of a revised programme proposal to the same validation panel.
- 11) The panel may include Commendations and Observations as part of their Main Findings.
- 12) At the end of the validation meeting, the Chairperson shall normally make an oral presentation of the main findings agreed by the panel to the TUS Senior Management Team and Provisional Programme Board representatives present.

- 13) The Secretary to the panel shall prepare an External Validation Panel Report using the template for the [Typical Content for a Panel Report \(Appendix 6\)](#).
- 14) The report shall be agreed by all panel members and signed by the Chairperson on behalf of the panel.
- 15) The Secretary to the Panel shall send the signed Report to the Dean of the Faculty/School and Head of Department for response by the Provisional Programme Board. A copy of the report is sent to the Office of the Vice President Academic Affairs and Registrar.
- 16) If the report from the External Validation Panel sets conditions and/or makes recommendations requiring the proposed programme to be modified, the Head of Department arranges for the Provisional Programme Board to be reconvened and additional work to be carried out in response to the findings of the validation process.
- 17) The provisional programme board are required to complete a response to the External Validation Panel, using [TUS Form TP02, Programme Board Response to a Panel Report \(Appendix 7\)](#). The Provisional Programme Board shall make the necessary changes deemed appropriate to the programme documents in the context of the External Validation Panel report, taking account of any condition(s) and/or recommendation(s). Any changes to the original programme document should be referenced in the response (Form TP02).

2.6 Stage 5: Academic Council Approval

- 1) The Provisional Programme Board issues their External Validation Panel Response to the Head of Department/Dean of Faculty for their review.
- 2) The Head of Department, via the relevant Faculty/School Office, as appropriate, organises for the submission of the completed Response Form (TP02) to the Registrar's Office for presentation to Academic Council, via the relevant subcommittee. The revised Final Programme Specification must also be submitted to the Registrar's Office.
- 3) The response to the External Validation Panel is considered by the relevant Academic Council Subcommittee.
- 4) If the Subcommittee approves the response to the report, programme approval can proceed through Academic Council.
- 5) The Subcommittee notifies the subsequent Academic Council that a satisfactory response to the External Panel Report has been received and a Final Programme

Document has been created. If required, the sub-committee brings any matters of concern directly to Academic Council.

- 6) On noting the satisfactory response document, Academic Council approves the Programme for an award of the Technological University as relevant.
- 7) When a Programme has been approved, the Office of VP Academic Affairs and Registrar generates a Certificate of Programme Approval, indicating any conditions and/or recommendations attached to the approval. Copies of the Certificates of Programme Approval are retained in the VP Academic Affairs and Registrar and available upon request.
- 8) The Head of Department in conjunction with Dean of Faculty/School shall ensure that required details about the new programme are included in the relevant prospectus, public advertisements, and other publications.
- 9) When a programme does not receive approval, it may not proceed.
- 10) The Programme Coordinator shall send the approved programme for upload to Banner in Academic Module Manager.
- 11) The Curriculum Office shall include the Validated Programme in the subsequent listing provided to the QQI, Irish Register of Qualifications (IRQ).

2.7 Special Provision for Validation by Desk Review followed by External Panel

In preparation for an External Validation Event, the Internal Review Procedures described in Part B, Section 2.3, above, may not be deemed necessary in all cases, and may be substituted by a desk review by the Assistant Registrar, with the approval of the Vice President Academic Affairs and Registrar.

The decision to approve the substitution of the Internal Review Panel with a desk review shall in all cases be approved by the Vice President Academic Affairs and Registrar in consultation with the relevant Dean of Faculty/Head of Department.

An example of the application of this special provision may be the validation of an Ab-Initio Level 8 Programme or Level 7 Programme using an existing, correlating, pre-validated, parallel and approved Level 6, Level 7 Add-on, and/or Level 8 Add-on programme, where the proposed Ab-Initio programme is composed of previously approved and externally validated modules on the existing and parallel approved programmes. In exceptional circumstances, the Vice President Academic Affairs and Registrar may approve the procedure to facilitate an urgent, time dependent, requirement for the validation of a TUS award.

3.0 Validation and Approval of Non-major Awards

As outlined in the *TUS Policy on Programme Validation and Modification* (Section 5.0 TUS Awards Framework), the non-major awards include Minor, Special Purpose, and Supplemental Awards. TUS also refers to awards in these categories that are less than or equal to 30 ECTS as Microcredentials. Microcredentials in the 1 to 9 ECTS range result in a TUS Certificate of Completion, are not awards on the NFQ. In this context of the RUN-EU initiative, some such awards are referred to as Short advanced Programmes (SAP's), Blended Intensive Programmes (BIP's) or Collaborative Online International Learning (COILS), There are a variety of Continuing Professional Education (CPE) programmes developed and provided by TUS that fall into these categories of NFQ awards and TUS Certificates of Completion.

Given the fact that many CPE programmes are stand-alone, they may need to be validated outside the "Major Award" validation process. However, such programmes can also be presented for validation as part of the external validation panel for a Major Award if the associated modules/credits are part of the proposed Major Award.

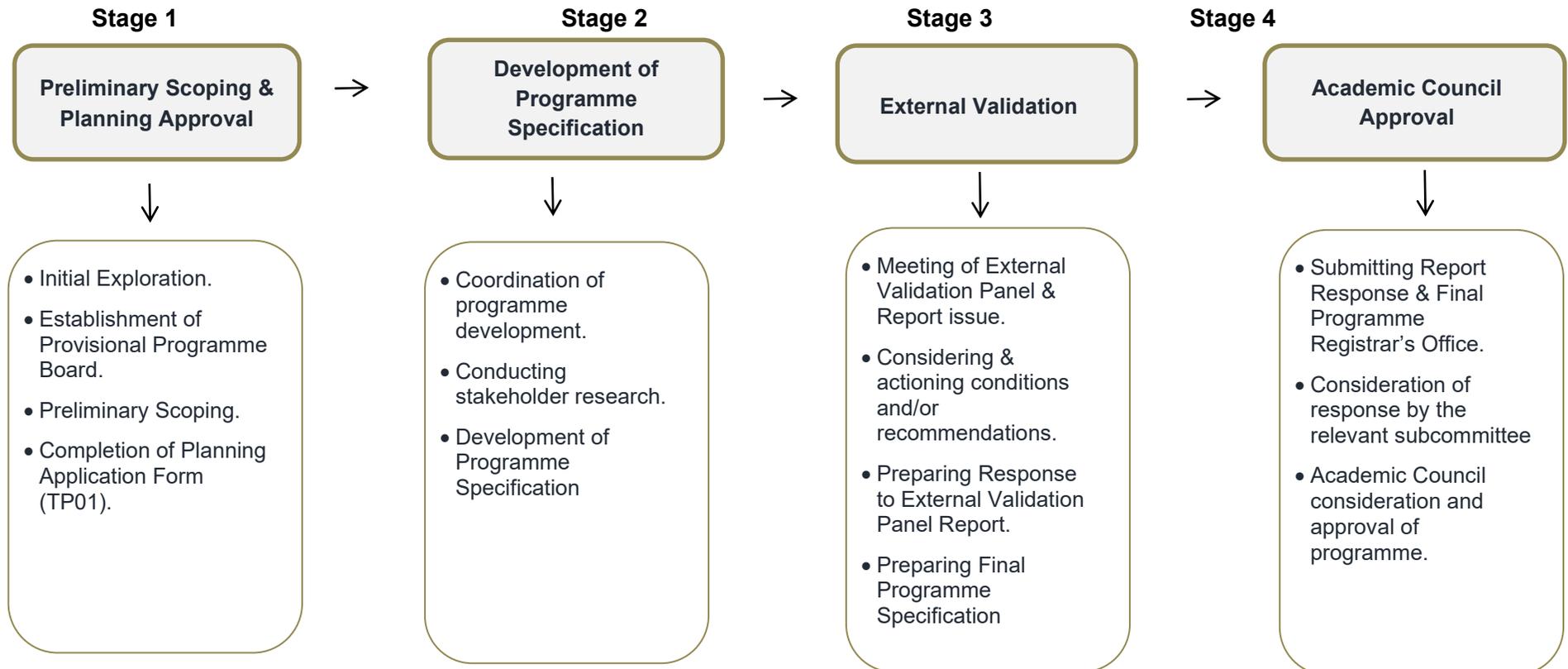
All Non-major award programmes must clearly articulate learning outcomes and provide, where relevant, a statement of the number and level of ECTS credits available on successful completion of the programme.

There are four Stages within the programme development process for non-major awards as summarised in Table 2.

Table 2. Overview of the Stages for Non-Major Award Validation

Stage	Overview
1. Preliminary Scoping and Planning Approval	The primary step within this phase is the securing of approval for the development of the programme on submission of an application to Academic Council via the relevant subcommittee.
2. Development of Programme Specification	This occurs within the appropriate Faculty and may involve discussion with relevant stakeholders including industry, employment sectors, and professional bodies as applicable. This phase results in the development and review of the Programme Specification
3. External Validation	The External Review of the proposed programme is coordinated by the Faculty Office. The Panel makes a recommendation to Academic Council with respect to the Validation outcome. The Programme proposer responds formally to the External Panel Report and actions and findings, conditions and recommendations as appropriate.
4. Academic Council Approval	Academic Council, through the relevant subcommittee, considers the Response to the validation panel report and approval of the new award as appropriate. The External Panel Report, Programme Board Response and Final Approved Programme Document are archived by the relevant Faculty.

Figure 2. Outline of Procedure for Validation and Approval of a Non-major Award



3.1 Stage 1: Preliminary Scoping and Academic Council Approval to Develop

Stage 1 involves the preliminary scoping of the viability of the proposal and the completion of a New Programme Proposal Form for Academic Council approval to develop the non-major award programme. The new programme should be consistent with the Faculty/Schools and Department strategies and be capable of being properly resourced within existing budgetary constraints and available resources.

- 1) The Programme Proposer(s) will consult with the Head of Department to discuss any new proposed non-major awards.
- 2) The programme proposers complete [TUS Form TP01, New Programme Proposal Form \(Appendix 1\)](#).
- 3) The completed New Programme Proposal Form is submitted to Academic Council for comment and academic approval, via the relevant Academic Council subcommittee. The submission to the relevant subcommittee is subject to the approval of the Dean of Faculty/Head of Department.
- 4) If approved, the proposal is progressed to the next stage. Unsuccessful proposals may be returned to the proposing team for clarification, or reconsideration of the original proposal.
- 5) An approved proposal is valid for two years from the date approved by Academic Council and expires thereafter requiring a reconsideration.

3.2 Stage 2: Development of Programme Specification

- 1) The Provisional Programme Board, in consultation with the Head of Department, develop and draft a new Programme Specification. The Programme Specification is developed in Academic Module Manager. TUS provides an outline Programme Specification Template in Module Manager for use by the programme development team. The applicable headings are evident in the [TUS Programme Specification Template \(Appendix 2\)](#).
- 2) The Provisional Programme Board builds on the preliminary scoping to conduct appropriate research and stakeholder consultation to inform the development of the programme.
- 3) The programme proposers are requested to take account of the [Validation Criteria for New TUS Awards \(Appendix 3\)](#), and to utilise the following resources to assist during the process of programme development and validation:
 - a) Putting Learning First: TUS Learning, Teaching and Assessment Strategy.^[10]
 - b) TUS Graduate Attributes Framework.^[11]

- c) TUS Guide to Writing and Using Learning Outcomes.^[12]
- d) TUS Compendium of Embedding Education for Sustainable Development in Teaching, Learning and Assessment.^[14]

A New Programme Specification is required for each Non-major award presented for validation.

- 4) The Head of Department, liaises with the Dean of Faculty and relevant Faculty/School Office as appropriate to organise the external validation meeting.

3.3 Stage 3: External Validation Meeting

The External Validation Panel is organised by the relevant Faculty Office in consultation with the Head of Department and Programme Proposers.

- 1) The composition of the Non-major Award Validation Panel shall include:
 - A Dean of the Faculty/School (from which the proposal arises) (Chairperson);
 - An internal specialist (not a member of the Programme Development Team)
 - An external academic member of a Higher Education Institution;
 - An external representative from relevant sectors/industries (*this external representative is discretionary for TUS Microcredentials that are not awards of the NFQ (1 – 9 ECTS credits).*)

The Dean of the Faculty/School will act as the Chairperson and convenor of the Panel.

- 2) A typical Agenda for a Non-major Award Programme Validation Panel is presented in [Appendix 9, Typical Agenda for a Validation Panel \(Non-major Award\)](#).
- 3) The duration may vary depending on the individual context of the proposed programme or programmes of the Validation Panel with a typical duration of 1.5 to 2.0 hours.
- 4) The Validation Panel may question the Head of the proposing Department and the Programme Development Team on the proposed programme accordingly.
- 5) The Validation Panel can make one of the following Main Findings:
 - a) recommend to Academic Council the approval of the proposed programme(s) without modification;
 - b) recommend to Academic Council the approval of the proposed programme(s) subject to Condition(s) and/or Recommendations;
 - c) recommend not to approve the proposed programme(s).

- d) recommend not to approve the proposed programme(s) and request resubmission of a revised programme proposal to the same validation panel.
- 7) At the end of the validation meeting, the Chairperson shall normally make an oral presentation of the main findings agreed by the panel to the TUS Management Team and Provisional Programme Board representatives present.
 - 8) The panel may include Commendations and Observations as part of their Main Findings.
 - 9) The main findings are captured in the validation panel report using the template for the [Template for Typical Content for a Panel Report, \(Appendix 6\)](#).
 - 10) If the report from the External Validation Panel sets conditions and/or makes recommendations requiring the proposed programme to be modified, the Head of Department arranges for the Provisional Programme Board to be reconvened and additional work to be carried out in response to the findings of the validation process.
 - 11) The provisional programme board are required to complete a response to the External Validation Panel, using [TUS Form TP02, Programme Board Response to a Panel Report \(Appendix 7\)](#). The Provisional Programme Board shall make the necessary changes deemed appropriate to the programme documents in the context of the External Validation Panel report, taking account of any condition(s) and/or recommendation(s). Any changes to the original programme document should be referenced in the response (Form TP02).

3.4 Stage 4: Academic Council Approval

- 1) The response to the External Validation Panel Report is considered by the relevant Academic Council Subcommittee.
- 2) If the Subcommittee approves the response to the External Validation Panel report, approval may proceed through Academic Council.
- 3) The Subcommittee notifies the subsequent Academic Council that a satisfactory response to the External Panel Report has been received and a Final Programme Document has been created. If required, the subcommittee brings any matters of concern to Academic Council.
- 4) On noting the satisfactory response document, Academic Council approves the Programme for an award of the Technological University as relevant.
- 5) When a Programme has been approved, the Office of Vice President Academic Affairs and Registrar prepares a Certificate of Programme Approval, indicating any

conditions and/or recommendations attached to the approval. Copies of the Certificates of Programme Approval are retained in the Office of Registrar and available upon request.

- 6) The Head of Department in conjunction with Dean of Faculty/School shall ensure that required details about the new programme are included in the relevant prospectus, public advertisements, and other publications.
- 7) When a programme does not receive approval, it may not proceed.
- 8) The Programme Coordinator shall send the approved programme for upload to Banner in Academic Module Manager.
- 9) The Curriculum Office shall include the Validated Programme(s) in the subsequent listing provided to the QQI, Irish Register of Qualifications (IRQ).

4.0 Modifications to a Programme Outside of Programmatic Review

The criteria for modification to TUS Programmes are outlined in Section 10.0 of the *TUS Policy for Programme Validation and Modification*.

4.1 Grade 1 Modifications: Programme Level Changes By Differential Validation

Differential Validation involves the validation of a programme based on a major modification of an existing validated TUS Programme. This follows a decision to implement Grade 1 modification to a programme, as outlined in Section 10 of the *TUS Policy on Programme Validation and Modification*. Such changes typically have substantial impact at the level of the programme and may impact the nature of the award which underpinned the original validation decision. The TUS validation of the original programme can inform the validation of the derived programme.

The differential validation process does not involve the internal review stage of the typical new major award validation process.

- 1) The decision to propose a differential validation is taken by the relevant Faculty following appropriate internal consultation involving the VP Academic Affairs Registrar, Dean of Faculty, Head of Department and Programme Board.
- 2) Academic Council approval is required to hold a Differential Validation panel. Academic Council approval should be sought by completing [TUS Form TP03, Proposed Modification to a Programme/Module \(Appendix 10\)](#) and submitting to the relevant Academic Council subcommittee.

- 3) On approval of the decision to undertake a differential validation, a revised Programme Specification is prepared and presented to the Differential Validation Panel (Module Manager Extract).
- 4) The revised programme document should be accompanied by the following:
 - a) a short rationale for the differential validation; and,
 - b) a summary/comparative mapping of existing approved programme structure versus the proposed new programme structure (ideally tabulated).
- 5) A Differential Validation Panel is normally composed as follows:
 - a) Chairperson (an academic with senior management experience in Higher education external to TUS)
 - b) One external academic member of a Higher Education Institution;
 - c) One industry/employer representative.
 - d) An enrolled or formerly enrolled learner.
- 6) The original Validation Panel Report is made available to the Differential Validation Panel.
- 7) The Agenda for a Differential Validation Panel is structured to assess the differences in the proposed programme/award from the previously validated programme/award (See [Appendix 11, Typical Agenda Template for a Differential Validation Panel](#)).
- 8) The duration of a Differential Validation Panel, shall be variable depending on the degree of proposed changes to the original validated programme. The [Typical Agenda for a Differential Validation Panel](#) is provided in Appendix 11.
- 9) The main findings are captured in the differential validation panel report using the template for the [Template for Typical Content for a Panel Report, \(Appendix 6\)](#).
- 10) If the report from the External Validation Panel sets conditions and/or makes recommendations requiring the proposed programme to be modified, the Head of Department arranges for the work to be carried out in response to the findings of the validation process.
- 11) The programme board are required to complete a response to the External Validation Panel, using [TUS Form TP02, Programme Board Response to a Panel Report \(Appendix 7\)](#). The Programme Board shall make the necessary changes deemed appropriate to the programme documents in the context of the External Validation Panel report, taking account of any condition(s) and/or recommendation(s). Any changes to the original programme document should be referenced in the response (Form TP02).
- 12) The response is considered by Academic Council as outlined in [Section 2.6](#) Academic Council approval for any Major Award.

4.2 Grade 2 Modifications: Major & Minor Change(s) to Programmes/Modules

- 1) The decision to propose a Major or Minor Modification to a Programme/Module is taken by the relevant Lecturer/Head of Department. The proposer shall typically consult with the relevant Head of Department/Programme Coordinator/Programme Board, as appropriate.
- 2) Following consultation, as appropriate, the proposer shall complete [TUS Form TP03, Proposed Modification to a Programme/Module \(Appendix 10\)](#) and submit it to the relevant Academic Council Subcommittee.
- 3) If the proposed modification is recommended by the subcommittee to Academic Council for approval, and subsequently approved by Academic Council, the modification shall be implemented on the Programme Specification.
- 4) All modifications to programmes/modules become operational in the subsequent academic year to their approval.
- 5) Notice should be brought to Academic Council as early as possible in the academic year and, normally, not later than March subcommittee, leading to May Academic Council.

5.0 References

- 1) TUS Policy for Taught Programme Validation and Modification (to be linked when approved)
- 2) [TUS Academic Quality Assurance and Enhancement Handbook](#)
- 3) [TUS Policy and Procedures for Collaborative Provision \(National and Transnational\)](#)
- 4) [TUS Policy for Participation in the European Approach for the QA of Joint Programmes](#)
- 5) [TUS Academic Regulations for Taught Programmes](#)
- 6) [TUS Policy for Exit Awards](#)
- 7) [TUS Policy and Procedures on Digital Badges](#)
- 8) [TUS Student Placement Policy](#)
- 9) [TUS Policy on Recognition of Prior Learning](#)
- 10) [Putting Learning First: TUS Learning, Teaching and Assessment Strategy](#)
- 11) [TUS Graduate Attributes Framework](#)
- 12) TUS Guide to Writing and Using Learning Outcomes (to be linked when approved)
- 13) [TUS Compendium of Approaches to Internationalisation of the Home Curriculum.](#)
- 14) [TUS Compendium of Embedding Education for Sustainable Development in Teaching, Learning and Assessment](#)
- 15) [TUS Postgraduate Research Regulations](#)

6.0 Appendices: TUS Forms and Templates

Appendix 1. TUS Form TP01, New Programme Proposal Form

Proposing Faculty/School	
Department	
Campus Delivery Location(s)	
Programme Proposers	
Proposed Award/Programme Title(s). Include the [Stem] and [Specialisation] for all proposed new awards. ²	
Award Class (select as relevant)	<p>Major Awards</p> <p><input type="checkbox"/> Postgraduate Major Award</p> <p><input type="checkbox"/> Undergraduate Major Award</p> <p>Non-major Awards</p> <p><input type="checkbox"/> Special Purpose Award</p> <p><input type="checkbox"/> Minor Award</p> <p><input type="checkbox"/> Supplemental Award</p> <p><input type="checkbox"/> TUS Certificate of Completion (1 – 9 ECTS)</p> <p><i><u>Note</u></i> <i>Non-major awards from 10 to 30 ECTS and TUS Certificate of Completions for 1 – 9 ECTS may be referred to as Microcredentials in programme documentation and programme promotion materials.</i></p>
Award Type (select as relevant)	<p><input type="checkbox"/> Masters Degree</p> <p><input type="checkbox"/> Postgraduate Diploma</p> <p><input type="checkbox"/> Higher Diploma</p> <p><input type="checkbox"/> Honours Bachelor Degree</p> <p><input type="checkbox"/> Bachelor Degree</p> <p><input type="checkbox"/> Higher Certificate</p>

² Please cross reference Section 5.2 and Section 5.6 of the TUS Policy for Taught Programme Validation and Modification^[1] for the naming conventions associated with Major and Non-major awards, respectively.

	<input type="checkbox"/> Postgraduate Certificate <input type="checkbox"/> Certificate <input type="checkbox"/> Certificate of Completion (1 – 9 ECTS)
NFQ Level	
ECTS Credits	
Embedded Awards (Include titles of all proposed embedded awards)	
Duration of Programme	
Mode (select as relevant)	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> ACCS
Delivery (select as relevant)	<input type="checkbox"/> Face to Face <input type="checkbox"/> Blended <input type="checkbox"/> Online
Proposed Starting Date	
Projected Numbers/Stage	
Contact Hours (Hours/Week)	
Minimum Entry Requirements	
Application Mechanism	<input type="checkbox"/> CAO <input type="checkbox"/> Direct Entry
Programme Aims and Objectives	
Rationale for the Programme	

Demand for the Programme (Support from Industry/Employment Sectors and International Opportunities as appropriate)	
Employment Opportunities/Career Prospects of Graduates	
Staff Resources Required (Reference Full Time/Part Time as appropriate)	
Facilities Required	
Learning Resources Required	
Collaboration with Departments/Faculties in TUS	
Additional Information, as appropriate	

Signed: _____
Head of Department

Dated: ____/____/____

Signed: _____
Dean of Faculty/School

Dated: ____/____/____

Upon completion and approval in the Dept/Faculty, this form should be submitted as follows to:

- *Academic Council Subcommittee on Programme Provision and Review **for** Major Awards*
- *Flexible Learning Subcommittee **for** Minor/Special Purpose/Supplemental Awards and Microcredentials (not RUN-EU related).*
- *International & RUN-EU Subcommittee for all RUN-EU related programmes.*



Appendix 2. TUS Programme Specification Template

Note: The Programme Specification Document shall comprise a single document built on, and extracted from, Module Manager as a pdf, with heading as follows:

1. Programme Summary Information (Award Class, Type, Title, ECTS, NFQ Level, ISCED Classification)
2. Introduction to the Programme
 - a) Programme Description
 - a) Programme Aim
3. Alignment of Programme with TUS Strategy
4. Alignment of Programme with Faculty/Department Strategy
5. Rationale for the Programme
6. Programme Resources
 - a) Staffing Resources
 - b) Facilities Required
 - c) Learning Resources
7. Industry/Sectoral Demand for the Programme
 - a) Market Research and Consultation
 - b) Employment Opportunities/Career Prospects of Graduates
8. Student Demand for the Programme
 - a) Market Research and Consultation
 - b) Projected Student Numbers
9. Access, Transfer and Progression
 - a) Entry Requirement and Access Routes
 - b) Transfer Routes
 - c) Programme Progression
 - d) Embedded Programmes
10. Teaching and Learning Strategy including Graduate Attributes
11. Assessment Strategy
12. Learning Supports
13. Programme Learning Outcomes
14. Programme Learning Outcomes Mapped to TUS Award Standards
15. Modules Mapped to Programme Learning Outcomes
16. Approved Programme Schedule
17. Programme Delivery Schedule
18. Detailed Assessment Matrix
19. Modules



Appendix 3. Validation Criteria for New TUS Awards

TUS's new programme validation processes for taught programmes are guided by the following explicit validation criteria. A taught programme shall be developed and assessed against these validation criteria during the phases of development and self-assessment in addition to the external validation assessment. These validation criteria are reproduced here from the TUS Policy on Programme Validation and Modification and are as follows:

1. The programme is consistent with the TUS strategy and meets authentic education and training needs;
2. The rationale for the programme is well informed, justified, and uses an evidence base to illustrate demand;
3. There is an appropriate emphasis on access, transfer and progression including due consideration for the provision of embedded (exit) awards/add-on awards as appropriate.
4. The programme aims and learning outcomes are clear, align with the proposed award title and are specified in a manner consistent with the relevant TUS Awards Standards.
5. The standards of knowledge, skills and competencies are appropriately articulated.
6. The design of the programme should enable its target learners to attain the minimum intended programme learning outcomes reliably and efficiently (in terms of learner effort).
7. The teaching and learning strategy is well planned, appropriate for the discipline area and type of award, and aligns with the *TUS Learning, Teaching and Assessment Strategy* and TUS Graduate Attributes Framework.
8. Assessment techniques are valid, fair and consistent and provide for the verification of the attainment of the intended learning outcomes and academic standard by students.
9. The programme is viable and contains adequate and appropriate reference to required resources to support the teaching, learning and assessment strategy for the programme.
10. The mode of delivery is consistent with the needs of the intended students of the programme and accessible and appropriate support services for students are provided for.

Appendix 4. Typical Agenda for an Internal Review/External Panel (Major Award)

AGENDA

PROPOSED: [Insert Programme Title]

Differential Validation Panel [Insert Date]

The following is an indicative agenda for an Internal Review/External Validation panel. The agenda may be adjusted depending on the specific context of the programme..

Time	Meeting	Discussion Topics	Typical Attendees
TBC	Private Meeting of Panel	<ul style="list-style-type: none"> Outline of Initial Views Preparation for Panel Meetings 	<ul style="list-style-type: none"> Panel Members
TBC	Meeting of Panel with Management Team	<ul style="list-style-type: none"> General Overview and Strategic Focus Rationale for the Programme Demand for Graduates/ Employability Staffing, Facilities and Resources Access/Transfer and Progression routes 	<ul style="list-style-type: none"> Head of School/Faculty Head of Department Programme Leader
TBC	Meeting of Panel with Programme Team	<p><u>Programme Level Considerations</u></p> <ul style="list-style-type: none"> External Stakeholder Engagement Access, Transfer & Progression Programme Structure Programme Learning Outcomes Teaching, Learning & Assessment Strategy Review of Programme Schedule(s) <p><u>Curriculum & Module Descriptors</u></p> <ul style="list-style-type: none"> Module Learning Outcomes Indicative Syllabus Content Assessment/Repeat Assessment Strategy Module Resources 	<ul style="list-style-type: none"> Head of Department Programme Leader Programme Team Relevant TUS Staff
TBC	Private Meeting of Panel	<ul style="list-style-type: none"> Review of Meeting Minutes Discussion and Consideration of Findings Formulation of Findings. 	<ul style="list-style-type: none"> Panel Members
TBC	Final Meeting with Management	<ul style="list-style-type: none"> Oral Presentation of Summary Findings. 	<ul style="list-style-type: none"> Head of School/Faculty Head of Department Programme Leader

Notes

- 1) An internal review panel shall typically constitute a half day session.
- 2) An external validation panel for a Major award of 120 ECTS credits or less shall typically constitute a half day session. This may be varied for multiple programme presentation.
- 3) An external validation panel for a Major award of greater than 120 ECTS credits shall constitute a three-quarter day session. This may be varied for multiple programme presentation.



Appendix 5. TUS Guide for Programme Assessors

1.0 Introduction

Programme validation panels at TUS are central to maintaining the quality, integrity, and reputation of the University's academic offerings. They ensure that new programmes are academically coherent, pedagogically sound, professionally relevant, and appropriately resourced. As an assessor, your role is to safeguard the standards of TUS awards while supporting the University's mission to deliver high-quality, accessible, and future-focused education. Validation is not just an exercise to assess compliance with quality assurance requirements but provides an opportunity to assess if a proposed programme advances the University's strategic objectives, responds to regional and national needs, and meets the expectations of learners and employers. Assessors utilise their expertise to engage in a rigorously but constructive review ensuring that TUS awards are credible, internationally recognised, and aligned with the National Framework of Qualifications (NFQ). It is important that the process of external validation is transparent, collegial, and evidence-based, offering feedback that helps strengthen proposals while upholding robust academic standards.

2.0 External Validation Panel Context & Findings Summary

An External Validation is undertaken in accordance with TUS Policy and TUS Procedures for Taught Programme Validation and Modification which are provided to the panel members as part of the validation process. A Validation panel is appointed by the TUS Vice President of Academic Affairs and Registrar acts on behalf of the Academic Council to assess new programmes for the University as an integral part of the validation process.

An external validation panel makes an independent impartial judgement on a programme proposal. The panel findings in relation to a proposed programme are communicated to Academic Council and inform deliberations on the final approval by the council of proposed programme(s). The Validation panel may make one of the following decisions

1. recommend to Academic Council the approval of the proposed programme(s) without modification;
2. recommend to Academic Council the approval of the proposed programme(s) subject to Condition(s) and/or Recommendations;
3. recommend not to approve the proposed programme.

4. recommend not to approve the proposed programme and request resubmission of a revised programme proposal to the same validation panel.

Conditions are mandatory and must be implemented while recommendations are taken into full consideration and actioned appropriately. The response to findings is monitored by Academic Council as part of its ongoing quality assurance processes.

3.0 TUS Validation Criteria for New Awards

The TUS Policy on Programme Validation and Modification notes that TUS's new programme validation processes for taught programmes are guided by the explicit validation criteria (Section 6.0). A taught programme shall be developed and assessed against these validation criteria during the phases of development and self-assessment in addition to the external validation assessment. These validation criteria are reproduced in this Assessors Guide as follows:

- a) The programme is consistent with the TUS strategy and meets authentic education and training needs;
- b) The rationale for the programme is well informed, justified, and uses an evidence base to illustrate demand;
- c) There is an appropriate emphasis on access, transfer and progression including due consideration for the provision of embedded (exit) awards/add-on awards as appropriate.
- d) The programme aims and learning outcomes are clear, align with the proposed award title and are specified in a manner consistent with the relevant TUS Awards Standards.
- e) The standards of knowledge, skills and competencies are appropriately articulated.
- f) The design of the programme should enable its target learners to attain the minimum intended programme learning outcomes reliably and efficiently (in terms of learner effort).
- g) The teaching and learning strategy is well planned, appropriate for the discipline area and type of award, and aligns with the *TUS Learning, Teaching and Assessment Strategy* and TUS Graduate Attributes Framework.
- h) Assessment techniques are valid, fair and consistent and provide for the verification of the attainment of the intended learning outcomes and academic standard by students.
- i) The programme is viable and contains adequate and appropriate reference to required resources to support the teaching, learning and assessment strategy for the programme.

- j) The mode of delivery is consistent with the needs of the intended students of the programme and accessible and appropriate support services for students are provided for.

4.0 Further Guidance for Assessors

The following offers high level guidance on indicative areas of focus during the validation assessment:

a) Preparation for the Panel

- Read and be familiar with the Programme Specification document issued, including the programme level information and module descriptors. The *TUS Policy and TUS Procedures on Programme Validation* provides useful reference information, including on the NFQ, TUS Awards Framework and TUS Award Standards, award nomenclature conventions, validation criteria for new TUS awards, programme and module design considerations and the processes by which the proposed programme(s) have been developed.
- Identify potential areas for further discussion and/or clarification with TUS Management and/or the Programme team in advance of the validation meeting.
- Reflect on both the broader context (market demand, regional/national policy, and disciplinary trends) as well as the more specific programme context (Faculty/Department, resources, intended learner profile, curriculum) to inform your questions and judgements.

b) Programme Level Focus

- Consider the alignment of the programme with the TUS Strategy and Faculty/Department Strategy/Planning.
- Evaluate the rationale for the programme, industry/sectoral demand by employers and the demand by prospective students.
- Consider programme resourcing, including, adequacy of staffing, facilities, and learning resources.
- Assess the procedures for Admissions Transfer and Progression, including the appropriate inclusion of embedded and add-on awards, as applicable.
- Assess the alignment of the proposed programme(s) with the relevant NFQ award level and applicable TUS award standard.
- Confirm the programme learning outcomes are clear, measurable, and consistent with the proposed award level.

- Evaluate teaching, learning and assessment strategy at programme level, including curriculum coherence, sequencing, and progression.

c) Module Level Focus

Factors for consideration when evaluating Module Descriptors:

- **Module Title:** Concise, accurate, and reflective of the module's content and NFQ level. Avoids duplication or overlap with other modules.
- **Module Description:** A clear summary that explains the purpose and scope of the module.
- **Module Learning Outcomes:** written with explicit, measurable action verbs, and pitched at the correct NFQ level. Number proportionate with specified module ECTS Credits, as outlined in *TUS Policy on Programme Validation* (Section 8.6).
- **Indicative Syllabus:** Outlines the main topics, themes, and skills to be covered. Provides breadth and depth appropriate to the credit weighting and workload. Allows for flexibility, but with enough structure to guide learners.
- **Teaching and Learning Strategy:** coherence with the overall programme teaching and learning strategy, ensuring consistency in approach and learner experience.
- **Assessment Strategy:** assessments mapped appropriately to specific module learning outcomes. Balance between formative and summative approaches. Clear workload balance in line with ECTS credit value.
- **Recommended Reading:** Current, relevant, and accessible to students through TUS library or online platforms.

5.0 Panel Etiquette Considerations

- Declare any actual/potential conflicts of interest using the Conflict of Interest Form issued by TUS and uphold impartiality during the validation.
- Respect the confidentiality of all panel documents and deliberations.
- Engage collegially, recognising the diversity of expertise within the panel.
- Foster collegial engagement with TUS Management and Programme team.
- Make judgements based on documented evidence and panel dialogue.

Appendix 6. Template for Typical Content for an Internal/External Panel Report

Note

The Internal Review/External Validation Panel Report will typically include the following contents. The report may be adjusted to reflect particular panel requirements.

Proposing Faculty/School	Faculty/School of XX
Department	Department of XX
Award and Programme Titles (NFQ Level) and (ECTS Credits)	<p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Include all programmes presented for Validation.</i> • <i>Include full award and programme title as per Module manager document</i> • <i>Add an Appendix which tabulates the following information for each award</i> <ul style="list-style-type: none"> - <i>Award Title</i> - <i>NFQ Level</i> - <i>ECTS Credits</i> - <i>Delivery Mode</i> - <i>Proposed Start Date</i> - <i>Duration</i>
Type & Date of Panel	<input type="checkbox"/> Internal Panel <input type="checkbox"/> External Panel Date of Panel: ___/___/___
Panel Membership	
Management & Programme Team	
Programme Rationale	
Validation Meeting Agenda/Summary	
Main Findings	<i>Include commentary as appropriate</i>

Commendations	<ol style="list-style-type: none"> 1. Xx 2. Xx 3. Xx
Conditions (Note: Only applicable to External Validation Panels)	<ol style="list-style-type: none"> 1. Xx
Recommendations	<ol style="list-style-type: none"> 1. Xx 2. Xx 3.
Chairperson Signature	
Date	___/___/___



Appendix 7. TUS Form TP02, Programme Board Response to a Panel Report

Proposing Faculty/School	Faculty/School of
Department	Department of
Type of Panel	<input type="checkbox"/> Internal Panel <input type="checkbox"/> External Panel Date of Panel: ___/___/___
Award and Programme Titles/ NFQ Level and ECTS Credits	<i>Include all programmes presented for Validation</i> <i>(Note: This may be copied from the Validation Panel Report)</i>

Commendations	
Panel Finding	Programme Board Response
<i>Commendations</i>	<i>Insert Collective Response to all Commendations</i>

Conditions		
Panel Finding	Programme Board Response	Completed or Ongoing
<i>Insert Condition 1</i>	<i>Insert Response (Status of Implementation/Progress Report)</i>	
<i>Insert Condition 2</i>	<i>Insert Response (Status of Implementation/Progress Report)</i>	
	<i>Insert rows as required</i>	

Recommendations		
Panel Finding	Programme Board Response	Completed or Ongoing
<i>Insert Recommendation 1</i>	<i>Insert Response (Status of Implementation/Progress Report)</i>	
<i>Insert Recommendation 2</i>	<i>Insert Response (Status of Implementation/Progress Report)</i>	
	<i>Insert rows as required</i>	

Signed on Behalf of Programme Board	Date ____/____/____
-------------------------------------	---------------------



Appendix 8. External Panel Member Conflict of Interest Declaration ³

Purpose

TUS requires all panel members to declare any actual or potential conflicts of interest to ensure the integrity and impartiality of programme validation processes.

Conflict of Interest

Panel Member Name	
Affiliation/Institution	
Programme Undergoing Validation	

Please tick one of the following as relevant

- I confirm that I have no known conflicts of interest in relation to this proposed programme validation.
- I declare the following actual/potential conflict(s) of interest:

--

Participation Publication Consent

TUS publishes Validation Reports on the TUS website in accordance with the TUS Policy on Programme Validation and Modification, including the names and affiliation of panel members.

- I consent to the publication of my name and affiliation in the list of assessors within the external panel report.

Signature	Date ___/___/___
-----------	------------------

³ This Conflict of Interest Form shall be issued to potential external panel members as an MS Form.



Appendix 9. Typical Agenda for a Non-major award Validation Panel.

AGENDA

PROPOSED: [Insert Programme Title]

Non-major award Validation Panel [Insert Date]

The following is an indicative agenda for a Non-major award Validation Panel. The agenda may be adjusted depending on the specific context of the programme..

Time	Meeting	Discussion Topics	Typical Attendees
TBC	Private Meeting of Panel	<ul style="list-style-type: none"> • Outline of Initial Views • Preparation for Panel Meetings 	<ul style="list-style-type: none"> • Panel Members
TBC	Meeting of Panel with Programme Team	<ul style="list-style-type: none"> • Rationale and Demand • Student profile/entry requirements; • Programme Resourcing • Structure of the Programme • Learning outcomes • Curriculum; • Teaching Learning and Assessment strategy 	<ul style="list-style-type: none"> • Head of Department • Programme Leader • Programme Team • Relevant TUS Staff
TBC	Private Meeting of Panel	<ul style="list-style-type: none"> • Review of Meeting Minutes • Discussion and Consideration of Findings • Formulation of Findings. 	<ul style="list-style-type: none"> • Panel Members
TBC	Final Meeting with Management	<ul style="list-style-type: none"> • Oral Presentation of Summary Findings. 	<ul style="list-style-type: none"> • Head of Department • Programme Leader

Note

- *This is a typical schedule and may be modified depending on the particular context of the programme/suite of programmes presented.*

Appendix 10. TUS Form TP03, Proposed Modification to a Programme/Module⁴

Proposing Faculty/School	
Department	
Delivery Location(s)	<input type="checkbox"/> Athlone Campus <input type="checkbox"/> Moylish Campus <input type="checkbox"/> Coonagh Campus <input type="checkbox"/> Clare Street/Georges Quay Campus <input type="checkbox"/> Clonmel Digital Campus <input type="checkbox"/> Ennis Campus <input type="checkbox"/> Thurles Campus <input type="checkbox"/> Online <input type="checkbox"/> Programme/Module Shared Across Midlands Midwest
Name of Proposer(s)	
Type of Modification^{5 6} (please select as appropriate)	<input type="checkbox"/> Grade 1 Modifications: Programme Level Changes By Differential Validation <input type="checkbox"/> Inclusion of a New Embedded Major Award(s) <input type="checkbox"/> Change of the Award Title (Stem) (e.g. B.Sc. to B.Eng.) <input type="checkbox"/> Significant Modification to Directed Learning Hours <input type="checkbox"/> New Delivery Mode (e.g. Part-time, Blended, Online) <input type="checkbox"/> change to the Programme Title (Specialisation) with change to the theme/disciplinary focus and/or substantial impact on programme learning outcomes <input type="checkbox"/> Significant Structural Change to Programmes <input type="checkbox"/> Other (Please Specify Here) <input type="checkbox"/> Grade 2 Modifications: Major & Minor Change(s) to Programmes/Modules <input type="checkbox"/> Change to Programme Title (Specialisation) with No Change to the Discipline Focus and no Impact on Programme Learning Outcomes <input type="checkbox"/> Admissions, Transfer & Progression <input type="checkbox"/> Programme Learning Outcomes <input type="checkbox"/> Special Regulations <input type="checkbox"/> Prerequisite Status of Modules <input type="checkbox"/> Module Title/Short Title <input type="checkbox"/> Module Learning Outcomes <input type="checkbox"/> ECTS Credit Weighting <input type="checkbox"/> Module Sequencing <input type="checkbox"/> Teaching and Learning Strategy <input type="checkbox"/> Assessment Type <input type="checkbox"/> Assessment Weighting <input type="checkbox"/> Contact Hours <input type="checkbox"/> Indicative Syllabus <input type="checkbox"/> Introduction and/or Removal of a Module <input type="checkbox"/> Addition and/or removal of an elective module <input type="checkbox"/> Other (Please Specify Here)

⁴ Programme Specification Documents/APS/Module Definition Forms are not required to be submitted with this form.

⁵ Please cross reference Section 10.2 Minor Change(s) to Programmes/Modules of the TUS Policy for Taught Programme Validation and Modification

⁶ Please note that modification to update the module recommended reading and references or to address typographical errors can be made at any time by the module author and do not require approval.

Proposed Programme(s) Impacted (Applicable to Major or Minor Modification(s))

Programme Code(s)	Full Programme Title(s) (as per approved Programme Specification)
	<i>Add rows as required</i>

Proposed Module(s) Impacted (Applicable to Minor Modification(s) Only)

Module Code(s)	Full Module Title(s) (as per approved Programme Specification)
	<i>Add rows as required</i>

Details of Proposed Modification(s)

Brief Detail of Existing Context	Detail Proposed Modification(s)

- *Note: If the modification relates to Assessment Type/Weighting, please identify all individual modified components and specify if the learning outcomes currently mapped to the respective assessment is changing.*

Rationale for Proposed Modification(s)

--

Proposer Signature		Date ____/____/____
Head of Dept. Signature		Date ____/____/____



Appendix 11. Typical Agenda of a Differential Validation Panel

AGENDA

PROPOSED: [Insert Programme Title]

Differential Validation Panel

[Insert Date]

Time	Meeting	Discussion Topics	Typical Attendees
TBC	Private Meeting of Panel	<ul style="list-style-type: none"> Outline of Initial Views Preparation for Panel Meetings 	<ul style="list-style-type: none"> Panel Members
TBC	Meeting of Panel with Management Team	<ul style="list-style-type: none"> Strategic Focus/Context for Differential Validation Relevant Staffing, Facilities and Resource Issues. 	<ul style="list-style-type: none"> Head of School/Faculty Head of Department Programme Leader
TBC	Meeting of Panel with Programme Team	<ul style="list-style-type: none"> Rationale for Proposed Changes to Existing Programme Structure of the Programme and Proposed Programme Schedule Proposed Programme Curriculum & Review of Changes from Existing Approved Programme (as applicable). Modules and Syllabi: <ul style="list-style-type: none"> ✓ Module Learning Outcomes ✓ Indicative Content ✓ Assessment/Repeat Assessment Methodologies ✓ Module Resources. 	<ul style="list-style-type: none"> Head of Department Programme Leader Programme Team Relevant TUS Staff
TBC	Private Meeting of Panel	<ul style="list-style-type: none"> Review of Meeting Minutes Discussion and Consideration of findings Formulation of Findings. 	<ul style="list-style-type: none"> Panel Members
TBC	Final Meeting with Management	<ul style="list-style-type: none"> Oral Presentation of Summary Findings. 	<ul style="list-style-type: none"> Head of School/Faculty Head of Department Programme Leader

Notes

- This is a typical schedule and may be modified depending on the particular context of the differential validation and nature of the proposed revision to the programme.*
- The times may vary depending on the particular context of the differential validation, with 1.5 to 3 hours meetings typical. These may be varied by Registry/Panel Chairperson, depending on the programme context.*