



L-Università
ta' Malta

Academic Programmes
Quality & Resources Unit

Stage 1 Proposal Form

Programme proposers are strongly advised to refer to the [Programme Development Checklist](#) and/or seek advice from APQRU prior to submission of this form.

Stage 1 Proposals are to be submitted for consideration by the Programme Validation Committee at least 12 months prior to the commencement of the programme.

SECTION A – General

A1	Proposed Title of Award				
A2	Level	<input type="checkbox"/> UG	<input type="checkbox"/> PG		
A3	Area/s of Study				
A4	Initiating Department				
A5	Collaborating Department / Institution¹ (if any)				
A6	Servicing Department/s² (if any)				
A7	Faculty/Institute/Centre				
A8	Name of Proposer/s				
A9	Programme Type		FT Day	PT Day	PT After Hrs
		UG Taught	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		PG Taught & Res (mainly taught)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		PG Taught & Res (mainly research)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		PG Research Only (min. 80 ECTS Res)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A10	Mode of Delivery	Face-to-Face (F2F)	<input type="checkbox"/>		
		Blended (F2F and Online)	<input type="checkbox"/>		
		Fully Online (fees payable)	<input type="checkbox"/>		
A11	Duration in semesters (include summer periods, if any)				
A12	Proposed Date of First Intake				
A13	Expected Student Numbers				

¹ Refers to another entity with which the initiating department is formulating the programme.

² Servicing departments are those which provide the teaching of one or more study-units which fall outside the academic responsibility of the initiating or collaborating departments.

SECTION B – Rationale for Programme

B1	<p>Rationale:</p> <p>a) <i>Give the justification for the introduction of this programme of studies at the University of Malta.</i></p> <p>b) <i>How does this programme fit into the existing plans and scope of the Department, Faculty, and/or the University strategy?</i></p> <p>c) <i>How does this programme differ from existing programmes in the same or related areas of study offered by this University?</i></p>
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B2

Demand

- a) A brief description of the expected student profile, if applicable, and market demand is to be included in this section. You might wish to consider the following points:**
- *Is the programme targeted at any particular type of student?*
 - *Is there any evidence of employer support/demand?*
 - *Have the major stakeholders been consulted / involved in the planning stage?*

- b) Will the demand for this programme be ongoing or for a specific period? (In the latter instance please indicate period)**

B3

The Programme of Study

Give a detailed summary of the proposed programme of study and the intended learning outcomes. This section should include details of how the programme provides opportunities for students to demonstrate:

- a) Subject Knowledge and understanding*
- b) Intellectual development*
- c) Key / transferable skills*
- d) Other skills relevant to employability and personal development*

Year 3	Code	Title of Study-unit	Period	Credit Value	C/O/E	Lecturer
Total ECTS Credits for Year 3						

Year 4	Code	Title of Study-unit	Period	Credit Value	C/O/E	Lecturer
Total ECTS Credits for Year 4						

Year 5	Code	Title of Study-unit	Period	Credit Value	C/O/E	Lecturer
Total ECTS Credits for Year 5						

SECTION C – External Review⁶

Please suggest the name and contact details of three possible external reviewers, one of whom may be asked to evaluate this programme. The Programme Validation Committee may appoint an External Reviewer who is not included in the suggested list.

Name: _____

Affiliation and Position: _____

Address: _____

E-mail Address: _____

Contact Tel. No.: _____

Name: _____

Affiliation and Position: _____

Address: _____

E-mail Address: _____

Contact Tel. No.: _____

Name: _____

Affiliation and Position: _____

Address: _____

E-mail Address: _____

Contact Tel. No.: _____

⁶ An External Reviewer is an academic /expert in the field who is not affiliated to the University of Malta and has not been involved in the planning or the teaching of any programme at the University of Malta.

SECTION D – Proposed Income and Expenditure Statement

Costings for the programme will be worked out by personnel from the Department of Finance.

Proposers will be contacted by staff from the Department of Finance to provide the necessary information.

SECTION E – Faculty Approval

New programmes of study, and programmes which require major amendments, cannot be referred for consideration by Senate (and Council, if applicable), unless the approvals detailed hereunder are available. (A SIGNED COPY OF THIS SECTION WILL NEED TO BE FORWARDED BY CONVENTIONAL MAIL)

Recommendation of the Faculty/Institute/Centre/School Board	
(a) This proposal has been considered by the Faculty/Institute/Centre/School Board at a meeting held on _____, and is being recommended for approval on the understanding that lectures will be scheduled on dates and times when appropriate lecture venues are available. No commitment shall be made with lecturers or students regarding dates, times and venue before the Scheduling Office confirms these. Venues may be outside the University Msida campus.	<input type="checkbox"/>
OR	
(b) This proposal, which has been considered at the meeting of the Board of the Faculty/Institute/Centre/School held on _____, is not being recommended for approval for the reasons detailed in the attached report/	<input type="checkbox"/>
_____ Dean/Director	_____ Date

Endorsement of Collaborating Department and F/I/C/S⁷

(a) This proposal has been considered by the Department of _____, and is being recommended for approval through the respective Board of the Faculty/Institute/Centre/School.

OR

(b) This proposal, which has been considered at the meeting of the Board of the Faculty/Institute/Centre/School held on _____, is not being recommended for approval for the reasons detailed in the attached report.

Dean/Director

Date

Statement by Servicing Department⁸

(a) The department has been notified of the servicing requirements and finds no objection to the inclusion of the study-units offered by the Department of _____ in the proposed programme of study.

OR

(b) The department has been notified of the servicing requirements but has the following reservations:

Head of Department

Date

⁷ Please attach the endorsement of any other Collaborating Department/s and F/I/C/S if necessary.

⁸ Please attach relevant statement of any other Servicing Department/s if necessary.

SECTION F – In-Principle Approval

Programme Validation Committee

(a) I confirm that all required information has been provided, all the required approvals have been given, and that the proposal has been approved by the Programme Validation Committee and can be forwarded to Senate (and Council)* for consideration.

OR

(b) This proposal has been reviewed by the Programme Validation Committee and is being referred back to the Initiating Department for the reasons outlined in the attached document.

Chairman, PVC

Date

** if applicable*

Senate Decision

In-principle approval

Not approved

Date

Council Approval (if additional permanent recruitment is required).

In-principle approval

Not approved

Date
