L-Università ta' Malta

Stage 2 Proposal Form

Stage 2 Proposals (accompanied by the relevant documentation) are to be submitted to the Programme Validation Committee at least seven clear months from the commencement of the programme (by not later than the end of February for courses commencing in October, and by not later than the end of June for courses commencing in February).

SECTION A – General

A1	Proposed Title of Award			
A2	Level	□ UG		□ PG
A3	Area of Study			
A4	Initiating Department			
A5	Collaborating Department / Institution[1] (if any)			
A6	Servicing Department/s[2] (if any)			
A7	Faculty/Institute/Centre			
A8	Programme Co-Ordinator			

A9	Programme Type		FT Day	PT Day	PT After Hrs
		UG Taught	□	□	□
		PG Taught & Res (mainly taught)	□	□	□
		PG Taught & Res (mainly research)	□	□	□
		PG Research Only (min. 80 ECTS Res)	□	□	□

A10	Mode of Delivery	Face-to-Face (F2F)	□
		Blended (F2F and Online)	□
		Fully Online (fees payable)	□

A11	Duration in semesters *(include summer periods, if any)*	
A12	Special Course Requirements *(if any - please include justification)*	
A13	Bye-Laws	*Please provide a copy of the Bye-laws which will govern this programme.*
A14	Date of Stage 1 Approval by Senate	
A15	Proposed Date of 1st Intake	

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[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 - Programme Details

B1	Learning Outcomes
	This section should outline what the student will be able to do following successful completion of the course in terms of: *a) Subject knowledge and understanding* *b) Intellectual development* *c) Key/transferable skills* *d) Other skills relevant to employability and personal development*

B2	**Programme of Study** *(All study-units, including electives, to be covered / offered during each year of the programme are to be listed. New study-units are to be marked with an asterisk).*

Year 1	Code	Title of Study-unit	Period[3]	Credit Value	C/O/E[4]	Lecturer
Total ECTS Credits for Year 1						

Year 2	Code	Title of Study-unit	Period	Credit Value	C/O/E	Lecturer
Total ECTS Credits for Year 2						

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						

B3	Board of Studies
	Please include here the composition of the proposed Board of Studies

SECTION C – 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 D – Faculty Approval *(A SIGNED COPY OF THIS SECTION WILL NEED TO BE FORWARDED BY CONVENTIONAL MAIL).*

Recommendation of Faculty/Institute/Centre Board

(a)   This proposal has been considered by the Faculty/Institute/Centre
       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.
       .

OR

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

_____   _____
Dean/Director   Date

Endorsement of Collaborating Faculty/Institute/Centre Board

(a)   This proposal has been considered by the Faculty/Institute/Centre
       Board at a meeting held on _____, and is being
       recommended for approval.

OR

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

_____   _____
Dean/Director   Date
F/I/C _____

PLEASE ATTACH THE ENDORSEMENT OF ANY OTHER COLLABORATING FACULTY/ INSTITUTE/CENTRE, IF APPLICABLE

(FOR OFFICE USE ONLY)

Programme Validation Committee

(a)   I confirm that all required information has been provided, all the
         necessary approvals have been given, and that the proposal has
         been agreed to by the Programme Validation Committee and
         can be forwarded to Senate for approval.   ☐

OR

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

_____   _____
Chairman, PVC   Date

Senate Decision

Approved   Not approved   Date

☐   ☐   _____