**CYCLICAL REVIEW REPORT FORM**

***(Refer also to Doc 028: Programme Cyclical Review Policy and Procedure)***

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| **IMPORTANT NOTES****1:** This form is to be submitted in **digitally via email in MS Word Format** in order to enable feedback via Tracked-Changes and Comments**2:** A separate form is required **for each** programme/qualification/award undergoing a cyclical review. **3**: This form is also to be filled in cases where the outcome of the cyclical review is that no changes are required to the programme, or that the programme needs to be withdrawn.**4:** The completed form is to be submitted for processing to: etprogrammes@mcast.edu.mt **5:** The proposed endorsement flow for this document is from: proposer 🡪 to Institute Director 🡪 to Deputy Principal VPET 🡪 to Education & Training Programmes Department🡪 to APC. Final approval is by VPC. **6:** Upon approval by VPC, the final form will be scanned by APC. A copy will be sent to the original proposer. Original form will be retained by the APC.**7:** This document is to be used in conjunction with: *DOC 028 Programme Cyclical Review Policy and Procedure* available at <https://www.mcast.edu.mt/college-documents/> **8:** Acronyms used in this document include: DP – Deputy Principal; E&TP -Education & Training Programmes Department; VPC - Vocational and Professional Council, APC – Academic Programmes Committee, A&R – Admissions and Records Department**9:** If following the preliminary feedback process, the form is submitted to the APC with missing or incomplete information, the APC will not process the form. Course proposers/Institute Directors will be informed accordingly.**10:** No programme shall start or be marketed (advertised in public domain), unless this is approved through this form and process. |

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| **Section A : General Information (To be filled in FULL by Review Proposer)** |

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| **Title of Programme** |  |
| **Current Programme Code** |  |
| **Date of Submission of Form to Education & Training Programmes Office (pre-screening)** |  |
| **Date of Submission of Form to the APC** |  |
| **Name of Review proposer**  |  | **Name of Deputy Principal** |  |
| **Hosting Institute/ Department (Insert ✅)** [ ]  IAS [ ]  IAS-CAAAS [ ]  IBMC [ ]  ICS [ ]  ICA [ ]  IICT  [ ]  IET-EE [ ]  IET-CE [ ]  IET-ME [ ]  IET-CMS [ ]  IET-AE [ ]  IET-MV [ ]  ARIC [ ]  CLE [ ]  ITR  [ ] Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **A1. Cyclical Review is triggered due to:**  | **Insert ✅** |
| Cyclical review is being proposed at the end of first programme cycle |[ ]
| Cyclical review is being proposed as per review due date in line with procedure Doc 028 |[ ]
| Cyclical review is being proposed for ad hoc purposes |[ ]

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| **A1.1. In case of a Cyclical Review that is being proposed for ad hoc purposes, kindly explain why the cyclical review is being triggered.** |
| **A2. Extent of Changes Required** *(please provide a detailed explaination of the changes, if any, that are being proposed to the programme. The same information is also required if the final decision is to withdraw the programme from MCAST’s course offering.)* |
| **A3. Programme Structure – Annex I** *(Please provide the Full Proposed Programme Structure in Annex 1, clearly outlining the changes, if any, that are being proposed.)* |
| **A4. Rationale of Changes / No Changes Proposed / Programme Withdrawal** *(provide a justification behind the proposed changes to the programme. If the outcome of the cyclical review carried out is that no changes are required, please provide a justification as to why no changes are being proposed. If the outcome of the cyclical review carried out is that the programme is to be withdrawn, please provide a justification as to why the programme is being withdrawn.)* |
| **A5. Feedback provided by internal and external stakeholders.** As applicable, this could include feedback from:1. Students, alumni and student bodies and/or
2. Industry representatives / Regulatory Bodies / Business / NGO stakeholders and/or
3. College staff, Institute Directors, Coordinators and Lecturers, Quality Assurance Department, Education and Training Programmes Department, Registrar, etc. and/or
4. Internal and external academic reports/reviews, student results, drop-outs, complaints, appeals etc.

In the case of a programme withdrawal, stakeholder feedback is not mandatory.*(Use additional pages where necessary.)* |
| **A6. Details of internal / external expertise (competences, qualifications) and approximate cost required to implement the changes proposed (if any)** |
| **A7. List of new or additional resources that need to be procured, e.g. new consumables, new equipment, new or additional software licences, etc. Kindly provide an estimate of costs hereunder:** *Declaration: The proposer of this programme is hereby confirming that any estimate costs provided above have been brought to the attention of the Deputy Principal in charge of Administration and Corporate Services.**Note: the inclusion of the estimation of costs as well as the purchasing of any material has to follow the MCAST procurement regulations.*  |
| **A8. Date of next intake for the programme** | **Full time** | **Part Time** |
| Tentative Date: | Tentative Date: |
| **Comments** |
| **Masters Degree Committee Endorsement** |
| **Title** | **Date** | **Comments** |
| Date of Masters Degree Committee Endorsement (For MQF Level 7 Qualifications) *(kindly attach a copy of the approval by the Masters Degree Committee)* |  |  |
| **Section B: Pre-APC Approval** |
| **Title** | **Signature** | **Date** | **Comments** |
| Institute Director |  |  |  |
| Deputy Principal VPET / R&I |  |  |  |
| **Conditions /Request for further information** |
| **Section C: Programme Code (To be filled in by A&R Department)** |
| **C1. Programme code to be assigned by A&R Deputy Registrar.** The Programme Code will only become effective after this document is approved.The A&R Director will not assign a Programme Code unless all the required information is available in this document. |  |
| **Section D: APC Recommendation for Approval to VPC** |
| **Title** | **Signature** | **Date** | **Comments** |
| Director Education & Training Programmes |  |  |  |
| Registrar |  |  |  |
| Director Quality Assurance  |  |  |  |
| **Proposal recommended for approval to VPC/rejected (insert ‘approved’ OR ’rejected’)** |
| **Conditions /Request for further information** |

-------------------------------------------------*For E&TP Office Use*-----------------------------------------

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| **Section E: Record of VPC Approval** |
| Record of VPC approval; available in the minutes for the VPC meeting dated as follows: | *(Insert VPC meeting date)* |
| **Section F: Record of Programme Development** |
| All units forming part of the programme structure were developed and approved by: | *(Insert date)* |

**Annex 1 – Cyclical Review Programme Structure**

*(Please add/remove additional rows as necessary)*

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| **Unit Code (if available for existing units)** | **Unit Title** | **MQF** | **ECTS** | **Compulsory / Elective** | **Core Units** | **Full Time****Allocation** | **Part Time****Allocation** | **Contact Hours** | **Allocation of Contact Hours (For Blended Learning ONLY)** | **WBL Hours** | **Total Learning Hours** | **Extent of Changes Required** | **Micro Credential (MC) / Award** | **Entry Requirements (for Micro-Credential / Award ONLY)** | **Programme Code for MC/ Award ONLY (Issued by A&R Dept.)** |
|  |  |  |  |  |  | **YR** | **SEM** | **YR** | **SEM** |  | **% Face-to-Face** | **% Online**  |  |  |  |  |  |  |
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| **Total** |  |  |  |  |  |  |  |  |

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| **Parameters for Electives / Strands and any other comments/parameters linked to the programme structure**Note: if there are Elective Units within the structure, please explain how the electives are selected as part of the programme (for example, learners are to choose 3 elective units out of a list of 5 units). In the case of Strands, please also provide the further explanations relating to the titles of each strand and the list of units that are to be attributed to each strand.N.B. You may also wish to contact the Education and Training Programmes Office for further guidance on how strands, elective units, or exit points are to be shown and included in the table provided above. |

**Notes:**

1. Please note that in the Doc 341, the Programme Proposer will be presenting the proposal for the development of the programme. Hence, the approval of this form does not represent the full accreditation of the programme. The full accreditation of the programme is only obtained once all the units are fully developed, reviewed, and approved by the Education and Training Programmes Office
2. **Unit Code:** for existing units which will remain unchanged, please provide the current unit code. For all remaining units, a new unit code will be assigned by the Education and Training Programmes Department once the Doc 341 is approved.
3. **Unit Title:** for existing units which will remain unchanged, please ensure that the unit title is kept as is. Any change in the unit title will result in the issuing of a new unit code to ensure traceability of both versions.
4. **MQF Level:** for Degree programmes, please note that the first 120 ECTS of the programme (also known as the Short-Cycle) are pegged at MQF 5, whilst the remaining 60/120 ECTS are pegged at MQF 6. For all other programmes, all units must be pegged to the same MQF level.
5. **ECTS:** the allocation of credits should not exceed 60 ECTS per year.
6. **Compulsory / Elective units:** for each unit, please indicate whether the respective unit is compulsory or an elective unit. If the programme contains elective units, please explain how the electives are selected as part of the programme. In the case of Strands, please also provide the further explanations relating to the titles of each strand and the list of units that are to be attributed to each strand. Further details relating to Electives and Strands are to be included in the box provided, titled “Parameters for Electives / Strands”.
7. **Exit Points:** if the programme is envisaged to have any exit points, please mark these clearly in the table provided above by adding additional rows as necessary to clearly indicate the title each exit point and the list of units attributed to the exit point (Kindly refer to DOC 077 PROCEDURE FOR PROCESSING OF CLAIMS FOR CERTIFICATES AT INTERIM EXIT-POINTS).
8. **Core Units:** if applicable, please identify the Core Units within this programme. Core Units are compulsory units which must be achieved successfully in order to complete a qualification and for the continuation within the same programme of studies (i.e. learners shall not be allowed to carry forward any failed Core Units between academic years).
9. **Year and Semester Allocations:** for programmes which are envisaged to be offered on both Full Time and Part Time basis, please provide the yearly and semester allocations for both the Full Time and Part Time version of the programme. If programme is envisaged to be offered only on a Full Time basis, the columns allocated for Part Time allocation are to be marked as N/A, and vice versa.
10. **Contact Hours:** as per the Referencing Report, there should be a minimum of 5 Contact Hours per 1 ECTS.
11. **Allocation of Contact Hours for Blended Learning:** if the mode of delivery of the programme is marked as Blended or Hybrid, please provide the percentage breakdown of the contact hours between traditional, face-to-face learning and online (synchronous) learning for each unit. If the mode of delivery for the whole programme is either fully traditional, face-to-face, or fully online (synchronous), then this column is to be marked as N/A.
12. **Work-Based Learning Hours:** if the programme contains an element of placement / internship / work-based learning, please indicate the total number of hours to be dedicated for placement / internship / work-based learning for each unit. If the programme does not contain an element of placement / internship / work-based learning, then this column is to be marked as N/A.
13. **Total Learning Hours:** as per the Referencing Report, there should be 25 Total Learning Hours per 1 ECTS. N.B.: Please note that the Total Learning Hours are made up of the (1) Contact Hours, (2) Placement / WBL Hours, (3) Self-Study Hours and (4) the hours allocated for Assessment. Together, they should all add up to 25 Total Learning Hours per 1 ECTS.
14. **Extent of Changes Required:** for each respective unit, please indicate whether a new unit is to be written or whether an existing MCAST unit is to be used. If an existing MCAST unit is envisaged to form part of this programme, please indicate the extent of changes required, if any, for the unit to form part of this programme. For further details and explanations regarding the different categories, please refer to Table 1 Doc 028 – Programme Cyclical Review Policy and Procedure.
15. **Micro-Credential / Award:** please tick the box provided if you wish to simultaneously accredit this unit as a stand-alone micro-credential / award. In such cases, please note the following:
	1. The declared parameters outlined for each unit in the original accreditation of the ‘main’ programme cannot change. If any deviations from the original accreditation are envisaged for the micro-credential / Award, a new proposal form would need to be submitted for approval.
	2. All micro-credentials / awards are to be assigned the nomenclature of “Award in ….” as part of the official programme title.
	3. The micro-credential / award cannot be marketed until the full Programme (Unit) Description and main Learning Outcomes are developed and approved.
	4. The micro-credential / award cannot be sold and offered until the full Unit Specification is developed and approved.
16. **Entry Requirements:** for each unit that is envisaged to also be offered as a stand-alone micro-credential / award, please provide the respective entry requirements for each micro-credential / award.
17. **Programme Code:** for each unit that is marked as a stand-alone micro-credential / award, the A&R Department will issue a separate, unique programme code. the Programme Code is to be assigned by the A&R Deputy Registrar. The Programme Code will only become effective after the Doc 341 is approved. The A&R Deputy Registrar will not assign a Programme Code unless all the required information is available in this document.