**PROPOSAL FORM FOR THE APPROVAL BY VPC OF A NEW ACCREDITED PROGRAMME (FULL DEVELOPMENT)**

**(Refer also to Doc 013: Design, Development, Approval of Programmes/Courses)**

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| **IMPORTANT NOTES****1:** All sections within this form were designed in line with MFHEA regulations and the Referencing Report. Hence, **ALL** sections are compulsory and must be filled-in in full.**2:** This form is to be submitted in **digitally via email in MS Word Format** in order to enable feedback via Tracked-Changes and Comments**3:** A separate form is required **for each** programme/qualification/award being proposed that requires a DOC341**4:** It is the responsibility of the respective Institute / Centre / Department to ensure that BOS approval is attained prior to Doc 341 submission.**5:** The proposed endorsement flow for this document is from: BoS 🡪 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:** VPC’s approval of a course requested by MG2i does not necessarily imply that it is suitable for delivery as a course offered by MCAST to non-paying students.**8**: This document is to be used in conjunction with: *DOC 013 Design Development and Approval of Accredited and Non Accredited Programmes* and *DOC 028 Programme Cyclical Review Policy and Procedure* available at <https://www.mcast.edu.mt/college-documents/> **9:** 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**10:** 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.**11**: No programme shall start or be marketed (advertised in public domain), unless this approved through this form and process. . |

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

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| **Title of Programme** |  |
| **Date of Submission of Form to Education & Training Programmes Office (for pre-screening)** |  |
| **Date of Submission of Form to the APC** *(to be filled in by the APC secretary)* |  |
| **Name of Programme 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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **A1. Reason why programme is being proposed**  |
| **A2. Official Programme Description** *(Please provide the official course / programme description which is required for public information purposes)* |
| **A3. Overall Learning Outcomes of Programme** *(The submitted outcomes are in draft format and subject to review and approval by the Education & Training Programmes Department.)* |
| **A4.1. Pre-requisites** *(non-mandatory requirements but considered as basic requirements for following course with profit)* |
| **A4.2. Minimum mandatory entry requirements for Programme** *(were clearly applicable, Maturity Clause and its related provisions is to be included)* |
| **A4.3 Other mandatory entry requirements for Programme** *(e.g. Medical Clearance tests, colour vision tests, occupational health clearance, values-based competitive interview, clean criminal conduct)* |
| **A5. Mode of Attendance** **(Insert ✅)** *(in the case of programmes delivered as both full-time and part-time, kindly tick both boxes)* | [ ]  Full-Time | [ ]  Part-Time |
| **A6. Target audience/s** **(Insert ✅)**[ ] Under 16 [ ]  Ages 16 – 18 [ ]  Ages 19 – 30 [ ]  Age 31 – 65 [ ]  Age 65+ |
| **A7. Target Group** *(Please indicate the type of learners that you anticipate joining this programme on Full time basis; ex. Further and higher education learners, Workers from industry, elderly students, etc.)* |
| **Full Time** | **Part Time** |
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| **A8. Range of occupations accessible to learner who successfully completes this programme**  |
| **A9. Type of Programme** **(Insert ✅)**[ ]  Full-time prospectus [ ]  Part-Time prospectus (MG2I) [ ]  Non-Full-Time Prospectus[ ]  Training for Industry (MG2I) [ ]  International Be Spoke |
| **A10. Apprenticeship / Work Based Learning** *(will the programme include any AWBL elements?)* **(Insert ✅)**[ ]  Apprenticeship [ ]  Placement [ ]  Internship [ ]  Not Applicable |
|  | **A.10.1 If the programme is to include an Apprenticeship Component kindly include the Modality Number**: \_\_\_\_\_\_\_\_\_\_\_*(to be consulted with AWBL Department before submission of DOC341)* |
|  | **A.10.2 If the programme is to include a Placement Component kindly indicate:*** + 1. The number of weeks/hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
		2. – whether placement may also be held during summer months [ ] Yes/[ ] No

*Please use the space provided in this table to provide any explanations necessary.**Important Note: Placement pay periods require prior approval by the Student Maintenance Grant Board. In cases where students will be engaged on placements. July, August, September, proposer is confirming that director of Apprenticeship WBL/Stipends Office has been notified.*  |
| **A11. Post Nominals**  |
| **A12. Programme structure** – please refer to Annex I |
| **The detailed programme structure is to be provided in Annex 1.** Please also provide the following general details relating to the programme | **Full-Time** | **Part-Time** |
| 1. **MQF Level**
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| 1. **Total number of credits** (ECTS)
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| 1. **Programme Duration** *(indicate the yearly and per semester allocation for the programme, or envisaged number of weeks/months for stand-alone programmes)*
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| 1. **Mode of Delivery** (Face to Face, Online, Blended)
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| 1. **Is an exit point award intended as part of the overall qualification?**
 | [ ] YES [ ] NO*If yes, information about such an exit point is to also be provided in Annex I.* |
| 1. **Will the programme incorporate the element of stackable micro-credentials? If so, please provide information on how the micro-credentials are to be stacked.**
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| 1. **Mode/s of Assessment (Insert ✅)**

[ ]  Case study [ ]  Classwork [ ]  Compile report [ ]  Coursework [ ]  Computer based exam [ ]  Field work [ ]  Interactive practical exam [ ]  Open book exam [ ]  Oral / viva exam [ ]  Placement [ ]  Poster [ ]  Practical exercise [ ]  Practice file / portfolio [ ]  Prepare an artefact [ ]  Presentation [ ]  Project [ ]  Prototype [ ]  Reflective diary [ ]  Research paper [ ]  Review of work by others [ ]  Quiz [ ]  Role play [ ]  Sketchbook [ ]  Video recorded task [ ]  Workbook [ ]  Written Exam |
| **A13. Language/s of Instruction** *(Please indicate the language/s of instruction of the programme)* |
| **A14. Internal and external stakeholder feedback** *Internal Stakeholders (MCAST Management, current students, lecturing staff and coordinators, Alumni) - External Stakeholders (Industry experts and Partners, Employers, NGOs, Government entities, warranting boards, regulatory boards, other external stakeholders as applicable).*Note: In the case of **MG2i be-spoke courses**, MG2i is to submit to the Institute a document (external stakeholder feedback) explaining the client’s request. DOC341 submissions without such feedback **will be rejected.** *(use additional pages where necessary).* |
| **A15. Has research and analysis been conducted to establish whether the course being proposed is related to a National Occupational Standards (NOS) / Occupational Profile / Regulated Profession?** *(In the case of an academic qualification leading to a Regulated Profession, please provide the contact details of the pertinent regulatory body/competent authority.)****Note :*** *The Course Proposer must conduct a thorough research and analysis in order to ensure that the major functions of the particular occupation (if any) have been considered for the course being proposed**The research and analysis must cover as a minimum the following sources:*1. *List of NOS :* [*https://mfhea.mt/national-occupational-standards/*](https://mfhea.mt/national-occupational-standards/)
2. Occupational profiles via the Jobs Plus ‘Occupational Handbook’ <https://secure.etc.gov.mt/occupationalflipbook/Html%20Output/Jobsplus%20-%20Occupational%20Handbook.html>
3. *Mutual Recognition of Professions:* <https://mfhea.mt/mutual-recognition-of-professions/>

*Provide details of research conducted as well as links to the legislation, where applicable.* |
| **A16. Details of internal / external expertise (competences, qualifications) and approximate cost required to develop and deliver Programme** |
| **A17. 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 must follow the MCAST procurement regulations.*  |
| **A18. Is proposed programme compliant with regulatory requirements, where applicable?** [ ]  Yes [ ]  No*If yes, to include the details of who the regulatory body is, the contact details of the regulatory body, and what conditions are established by the regulatory body.* |
|  | **A18.1 Are any deviations from MCAST Programme Regulations (namely DOC 003, DOC 004, DOC 005, DOC 007, DOC 016) envisaged in view of Industry Standards and/or Regulatory Requirements?** *(Deviations may affect the Minimum Pass mark, the Overall Classification, the Attendance Threshold, etc. Deviations will only be accepted provided that the regulatory requirements are more stringent.)*[ ]  Yes *(if deviations are envisaged, the QA Department is to be notified)* [ ]  NoIf the Answer is yes, kindly indicate which deviations are required. |
| **A19. Scheduled launch date of new programme / date of next intake for existing programme** | **Full time** | **Part Time** |
| Tentative Date: | Tentative Date: |
| **Comments / Additional Information** |
| **Board of Studies and Masters Degree Committee Endorsement** |
| **Title** | **Date** | **Comments** |
| Date of Board of Studies Endorsement *(kindly attach a copy of the endorsement by the Board of Studies)* |  |  |
| 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 Full Programme Development** |
| All units forming part of the programme structure were developed and approved by: | *(Insert date)* |

**APPENDIX 1: 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**  |  |  |  |  |  |  |
|  |  |  |  | Choose an item. |[ ]   |  |  |  |  |  |  |  |  | Choose an item. |[ ]   |  |
|  |  |  |  | Choose an item. |[ ]   |  |  |  |  |  |  |  |  | Choose an item. |[ ]   |  |
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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. |

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| **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.
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