**PROPOSAL FORM FOR APPROVAL BY VPC OF A**

**NEW NON-ACCREDITED COURSE OR A CHANGE IN AN EXISTING NON-ACCREDITED COURSE**

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| **IMPORTANT NOTES****1:** This form is to be used for the approval of a non-accredited course or a change to an existing non-accredited course**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 course****4:** It is the responsibility of the respective Institute / Centre / Department to ensure that BOS approval is attained prior to submission of this form**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. |

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| **Section A: General Information (To be filled- in FULL by Course Proposer)** |
| **All Sections to be filled-in** | **Insert ✅** |
| **New Course** |[ ]  **Changes to an existing course** |[ ]
| **Current Title of Course***(in the case of changes to a current course)* |  |
| **Current Course Code***(in the case of changes to a current course)* |  |
| **Updated / New Title of Course** *(in the case of new course or change in title of current course)* |  |
| **Date of Submission of Form to Education & Training Programmes Office (pre-screening)** |  |
| **Name of Course Proposer** |  | **Name of Deputy Principal** |  |
| **Hosting Institute/ Department (Insert ✅)** [ ]  IAS [ ]  IAS-CAAAS [ ]  IBMC [ ]  ICS [ ]  ICA [ ]  IICT  [ ]  IET-AE [ ]  IET-BL [ ]  IET-CE [ ]  IET-EE [ ]  IET-ET [ ]  IET-MS [ ]  IET-MV [ ]  IET-ME [ ]  ARIC [ ]  CLE [ ]  ITR [ ]  Gozo  [ ] Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **A1. Overall rationale and objectives of Course Proposal / changes proposed to existing course** |
| **A2. Official Course Description** *(Please provide the official course description which is to be used for Public Information and marketing purposes*) |
| **A3. Overall Learning Outcomes of Course** |
| **A4. Entry Requirements (if applicable)** |
| **A5. Type of Course (Insert ✅)**[ ]  Full-time prospectus [ ]  Part-Time prospectus (MG2I) [ ]  Non-Full-Time Prospectus [ ]  Training for Industry (MG2I) [ ]  International Be Spoke |
| **A6 a. Course structure** 1. List of units (if applicable)
2. Total Guided Learning Hours (lecturing, workshops, laboratory sessions, tutorials etc)
3. Duration of (one) session (hrs)
4. Number of sessions planned
5. Mode of delivery (face to face, online, blended, etc.)
6. In the case of changes being proposed, highlight the extent of changes required for the existing course and / or units. For existing units which will remain unchanged, please also provide the existing unit codes, where applicable.
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| **A6 b. Unit Details** *(to be filled in for each unit as applicable)*1. Unit Guided Learning Hours (lecturing, workshops, laboratory sessions, tutorials etc)
2. Unit Description (Give a brief overview of the unit objectives and the knowledge, skills and understanding that would be developed during the study of the unit.)
3. Learning Outcomes / Objectives (List what the learner should be able to do after studying the unit. These should begin with an appropriate action verb.)
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| **A7. List of physical resources (and approximate cost) that need to be procured specifically for the teaching, learning and assessment of the units of this course.**  |
| **A8. Scheduled Launch date of the Course / date of next intake for existing course** |  |
| **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 by Deputy Principal VPET.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** |
| Education & Training Programmes Director |  |  |  |
| 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 for the delivery of the non-accredited course; available in the minutes for the VPC meeting dated as follows: | *(Insert VPC meeting date)* |