

1. Policy Summary

This policy describes the Adult Education services available to all staff at UCD.

The Adult Education programme is constantly evolving and offers a wide range of interest, credit, certificate and diploma courses on campus and at several locations around Dublin. These courses are modular-based and mapped to Level 7 of the National Qualifications Framework.

Adult Education also offers three Access Courses for Mature Students at Level 6 of the National Qualifications Framework. These courses confer access to several undergraduate programmes in UCD.

2. Purpose of Policy & Definitions

N/A

3. Scope of the Policy

The policy covers all Adult Education services offered by UCD and is applicable to all staff at UCD.

4. Policy & Procedures

The annual Adult Education programme brochure is available in August each year.

Staff discounts of 33.3% apply to all courses.

Staff may also avail of the UCD Staff Fees Concession Scheme for accredited courses, where applicable.

Further information is available at <http://www.ucd.ie/adulted/>. Alternatively, please contact the Centre on 01 - 7161234 or e-mail adult.education@ucd.ie.

5. High Level Roles & Responsibilities

All programme-related queries should be directed to the Adult Education Centre.

6. Any other relevant information e.g. Cross references to other policies/guidelines.

Further information is available at the Adult Education website:
<http://www.ucd.ie/adulted/>

7. Review Recommendation

It is recommended that this policy be reviewed on an annual basis.