

## Graduate Diploma in University Teaching & Learning

### Frequently Asked Questions

1. **Who is the Graduate Diploma in University Teaching and Learning (UTL) for?**

The Graduate Diploma UTL is an in-service programme for those who teach in higher education (i.e. NQF level 7 or above). It offers academics, at different stages of their careers, opportunities to review and improve their teaching skills and their understanding of approaches and theories in effective higher education. Academics at the start of their careers will develop skills to work effectively in the classroom and learn to draw on pedagogical theory in informing their teaching. The Diploma offers more experienced staff the opportunity to re-energise their teaching and to try out new approaches to assessment and curriculum design.

2. **What are the eligibility criteria for entry to the Graduate Diploma UTL?**

Entry to the programme is open to all academics in an active teaching role. Professional staff with a [significant teaching commitment](#) may also apply and the final decision on eligibility of all candidates will be made by the Board of Studies. (The teaching role needs to be on programmes within a university or at NFQ level 7 or above.) Normally applicants to this programme will hold an honours degree or equivalent in any discipline.

3. **I'm a post-doc, can I undertake this programme?**

Yes, but only with the permission of your head of schools and only if you have a [significant teaching commitment](#).

4. **I'm a post-graduate student, can I undertake this programme?**

Probably not. UCD regulations prohibit you undertaking two qualifications at once without special permission of the Academic Council. For further information of gaining such an exemption you need to talk to your academic advisor or your Head of School. Please remember that access to all Graduate Diploma UTL modules is restricted to those with [significant teaching commitment](#).

5. **What is the closing date for applications for entry 2011-2012?**

15 June 2011.

6. **Who adjudicates on applications?**

The final decision on the eligibility of all candidates will be made by the Graduate Diploma UTL Board of Studies.

7. **When will I hear the outcome of my application?**

We aim to communicate the outcome of your application by 15 July 2011.

8. **When does Programme registration take place?**

Programme registration will take place in early September 2011 for 2011-12 entry (exact dates TBC). You are advised to register for both semester 1 and semester 2 modules at this time.

9. **How many credits can I take each semester/academic year?**

We recommend that you take 15 credits a semester in order to complete the programme in the optimum time. Once you have registered, you must take a minimum of 7.5 credits in a semester or take a formal leave of absence. (You do this by completing a form available from the programme administrator.)

You may attempt a maximum of 30 credits per academic year and 20 credits per semester. Any other arrangement requires the prior consent of the Graduate Diploma UTL Board of Studies. If you are employed by UCD, undertaking more than 15 credits in a Semester requires written permission from your Head of School.

10. **What is the workload associated with the Graduate Diploma UTL modules?**

For a 7.5 credit module you can expect to 'put-in' approximately 150 'student effort' hours in total, which will include scheduled sessions, tutorials, self-directed learning tasks and practice-based activities as part of your normal teaching duties. The equivalent figure for a 15 credit module is approximately 300 'student effort' hours in total. Again this is inclusive of scheduled sessions, tutorials, self-directed learning tasks and practice-based activities as part of your normal teaching duties.

11. **Are there core mandatory modules in the Grad Dip?**

Yes. The 7.5 credit "Becoming a Better University Teacher" is mandatory for those who enter the programme from September 2012 onwards. Please note that this module requires attendance prior to the start of the normal teaching term in end August 2012.

12. **Is there an attendance requirement for this programme?**

Yes. Attendance at ALL scheduled sessions is required. If you miss a session due to illness or similar emergency you should contact the module tutor as soon as possible afterwards to discuss what alternative arrangements need to be made. These arrangements can vary from a catch-up tutorial to needing to repeat part of a

module when it next appears in the schedule. This last requirement occurs when absence results in you not being able to participate in an essential part of the module process.

13. **Where will I get detailed timetables for the modules?**

Times and dates of all module sessions in 2011-12 and 2012-13 appear in the [General Handbook](#). They also appear in individual module handbooks.

14. **How do I get more information on a specific module?**

In the first instance you should review the module descriptor available online through the UCD Teaching & Learning [website](#).

Thereafter, contact the relevant module co-ordinator (listed in the module descriptor). If you have any problems contacting the module co-ordinator then contact the Programme Administrator by email ([teachingandlearning@ucd.ie](mailto:teachingandlearning@ucd.ie)) and your inquiry will be passed on.

15. **Where can I find details of the schedule of modules for the next number of academic years?**

Appendix 1 of the [General Handbook](#) contains details of the modules scheduled for the academic years 2010-11, 2011-12, 2012-13 & 2013-2014. These details are arranged so that module choices are presented in terms the date of initial enrollment – which can be a constraining factor in the choices available. Please note that the list for 2013-2014 shows the modules *likely* to be offered. A final decision has not yet been made. Please remember that the commitment to offer any given module is conditional on resources being available.

16. **What is the UCD OER (Open Educational Resource)?**

The UCD OER, Open Education Resources, has been established by UCD Teaching and Learning to host a range of resources derived from its collection of programmes and workshops. The resources are freely available to all users. Please see [www.ucdoer.ie/index.php/About](http://www.ucdoer.ie/index.php/About)

17. **Are there fees for this programme?**

Yes – fees for the academic session 2011-12 are €525 for 7.5 Credit modules and €1050 for 15 Credit modules. All queries regarding payment of fees should be directed to the Fees and Grants Office

<http://www.ucd.ie/registry/adminservices/fees/index.html>

18. **If I am a UCD staff member am I entitled to Staff Concession on Fees?**

Current UCD staff that have completed a minimum of 3 years employment with UCD may be eligible for support under the [Staff Fee Concession Policy](#) provided they fulfil

all the criteria set-out in the policy.

19. **I'm new to UCD and not eligible for Staff Concession on Fees, is there any assistance for recently appointed staff to undertake the Graduate Diploma UTL programme?**

UCD Teaching and Learning is pleased to be able to cover the cost of one 7.5 credit module for ten recently-appointed academics, (with less than 3 years UCD employment completed) through the HEA Training of Trainers fund. If you are interested in applying for one of the funded places as part of the Graduate Diploma UTL, please indicate this on the online application form for the programme (section: 'additional questions'). Funded places will be allocated on a first-come, first-serve basis in cases where the application requirements have been fulfilled.

20. **If I wish to withdraw what is the procedure?**

You need to complete a withdrawal form available from the Programme Administrator in UCD Teaching and Learning in Woodview House. Please note that withdrawal may still leave you liable for fees see [www.ucd.ie/registry/adminservices/fees/refunds.htm](http://www.ucd.ie/registry/adminservices/fees/refunds.htm) and /or seek advice from the Fees Office via [studentdesk@ucd.ie](mailto:studentdesk@ucd.ie)

21. **Will I incur a fee if I withdraw?**

This depends on the date your withdrawal form is received by the Programme Administrator. See [www.ucd.ie/registry/adminservices/fees/refunds.htm](http://www.ucd.ie/registry/adminservices/fees/refunds.htm) and / or contact [studentdesk@ucd.ie](mailto:studentdesk@ucd.ie)  
Please note that the Programme Administrator cannot deal with fees issues.