PDARF Approval Process

PDARF FORM – Completion Process	Signed by	Approval	University Level Approval Where applicable	Actioned by
PDARF1 Partnership Proposal (GEG approval is required prior to UMT approval)	• HoS • College Finance Manager • College Principal	College Executive	global.partnerships@ucd.ie for GEG Approval AND subsequent UMT Approval: umt@ucd.ie	UCD Global
PDARF2 New Programme Proposal (also submit PDARF1 if includes external partnership)	• HoS • College Finance Manager • College Principal	College Executive	UMT Approval: umt@ucd.ie	University Secretariat
PDARF3 New Programme Academic Structure Proposal (PDARF2 must be approved before PDARF3 submission)	• Head of School • Chair of Governing Board	Governing Board	Dependent on type of new programme	Curriculum Team, UCD Registry
PDARF4 Collaborative Programme Supplement (PDARF1 & PDARF 3/7 may be required also)	• Head of School • Chair of Governing Board	Governing Board	UPB Approval: programmes@ucd.ie	Curriculum Team, UCD Registry
PDARF6 Structured Elective or Specialisation Proposal/Change	• Head of School • Chair of Governing Board	Governing Board		Curriculum Team, UCD Registry
PDARF7 Programme Change Proposal	• Head of School • Chair of Governing Board	Governing Board	Dependent on type of programme change	Curriculum Team, UCD Registry
PDARF8 Pathway Programme Proposal (PDARF 2 & 3 may be required also)	• Head of School • Chair of Governing Board	Governing Board	UPB Approval: programmes@ucd.ie	Curriculum Team, UCD Registry
PDARF14 Derogations	Chair of Governing Board	Governing Board	UPB Approval: programmes@ucd.ie	Curriculum Team, UCD Registry