University Programmes Board

Schedule of Reserved / Delegated Authority

This is intended as a reference document for Schools, Governing Boards and the University Programmes Board, and is superseded by Statutes, Terms of Reference and the Academic Regulations. Any queries on delegated / reserved business should be directed to programmes@ucd.ie

Decisions Reserved to the University Programmes Board	
New Programmes	Proposals for taught programmes involving collaborative provision, for example Joint Awards, Double Degrees, and Articulation Agreements
	Proposals that involve non-standard entry criteria
	Proposals which require the creation of a new CAO entry code
	Proposals for new undergraduate programmes, including; - The creation of a new stream within an existing undergraduate programme (considered a new programme)
	Proposals to establish a Graduate Taught Pathway Programmes
	Proposals that result in non-standard degree awards, that is awards other than a BA, BSc, MA, MSc, MPhil, or PhD or proposals to offer awards not listed in the University Awards Table (See Academic Regulation 2.5)
Programme Changes	Changes to collaborative taught programmes
	Introduction of collaborative elements to an existing taught programme
	Creation of exit awards for undergraduate and graduate programmes
	Changes that introduce non-standard admission requirements or require the creation of a new CAO entry code

	Introduction of a pathway to an existing Masters' Programme (i.e. the creation of a Graduate Taught Pathway programme)
	Changes to programme governance (e.g. transfer of governance of a programme from one Governing Board to another)
	Proposals that change the degree award to a non-standard degree award, that is awards other than a BA, BSc, MA, MSc, MPhil, or PhD, or that will lead to an award not listed in the University Awards Table (See Academic Regulations 2.5)
	Changes that require Academic Council approval (e.g. changes to matriculation requirements)
	Retrospective changes (i.e. changes to be applied where the intake trimester has commenced)
Derogations	Requests for derogations from the Academic Regulations submitted by Governing Boards
Student Related Matters	Derogations for individual students from the Academic Regulations
	Permission to breach permitted Recognition of Prior Learning credit limits
Continuing Professional Development	School-level CPD frameworks, for the delivery of CPD offerings outside modular and programmatic structures.
Non-Faculty Module Coordinators	Approval of non-faculty members to act as module coordinators (See regulation 3.14)

Decisions taken by Governing Boards/Units as Delegated by UPB & Permitted by the Academic Regulations *This document is a high-level overview of common decisions delegated to Governing Boards and is not exhaustive. Where authority is allocated to Governing Boards by the Academic Regulations, this authority remains. The below intends to capture decisions which might previously have been taken by the UPB and are now delegated to Governing Boards.* *The Academic Regulations and Governing Board Terms of Reference should be consulted regarding additional responsibilities.*	
New Programmes	New programmes, excepting those decisions reserved to UPB above.
Programme Specification	Approval of programme specification, which includes **in-regulation** decisions on: - the purpose, vision and values of the programme; - the programme outcomes; - a statement of how the programme is to be structured (e.g. how many stages, how many credits per stage); - mode of programme delivery; - how credit may be accumulated to achieve the award (e.g. a summary of the programme's core modules and option modules) - opportunities for taking elective modules (if applicable); - admission criteria; - continuation and/or progression requirements (if applicable); - assessment and feedback strategies; - the award GPA rule (if applicable); - careers and skills statements; - programme accreditation (in whole or in part) by a Professional, Statutory or Regulatory Body (PSRB); - Programme Student Fitness to Practise Statement (if applicable); - garda vetting requirements (if applicable)

Programme Changes	**Non-retrospective & in-regulation** changes to existing programmes on:
	
	- the purpose, vision and values of the programme;
	- the programme outcomes;
	- programme structure including
	   • overall credits for programme, major or stage
	   • title change to major/minor
	   • change to programme level
	   • newly created stage
	   • discontinuation of a programme or major
	- mode of programme delivery;
	- how credit may be accumulated to achieve the award (e.g. a summary of the programme's core modules and option modules)
	- opportunities for taking elective modules;
	- admission criteria;
	- continuation and/or progression requirements (if applicable);
	- assessment and feedback strategies;
	- the award GPA rule;
	- garda vetting requirements

Student Related Matters	Registration to Multiple Programmes
	Approval to treat modules as first attempts for students who have been readmitted to a programme, subject to criteria specified in Regulation 5.12
	Approval of Adjunct, Visiting and External Supervisors (research students)
	Approval of Inter-Institutional and Co-tutelle supervisory agreements