

PROGRAMME APPROVAL PROCESS

The development of new programmes, changes to existing programmes, and requests for derogations from the Academic Regulations must go through an approval process in order to be implemented. In UCD, this is known as the Programme, Development, Approval & Review Framework process (PDARF).

Approval is sought by completing the relevant PDARF form and submitting it for review to the relevant School, College and University committees.

Further information and relevant forms can be found on the [**Curriculum website**](#).



[**Useful Links & Reporting**](#)

I WANT TO...

Introduce a new UCD programme

Make a change to an existing programme

Introduce an exit to an existing programme

Introduce a Graduate Taught Pathway programme

Introduce a new global partnership with another university

Set up a collaborative programme, or introduce collaboration to an existing programme

Request a derogation from the Academic Regulations

Introduce or make a change to a Structured Elective



NEW PROGRAMME PROPOSAL

This is the process you must take if you wish to set up a new programme within UCD.



Strategic Case - [PDARF2](#)

Signed by:

- Head of School
- College Finance Manager
- College Principal



College Executive & UMT Approval

A PDARF2 **MUST** be approved at UMT before continuing.



Academic Proposal - [PDARF3](#)

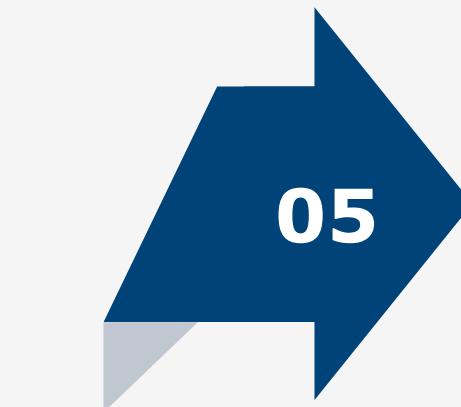
Signed by:

- Head of School
- Chair of Governing Board



Governing Board Approval

Standard new programmes require approval at Governing Board level only.



*UPB Approval

*Non-standard new programmes may require further approval by UPB as outlined on the [UPB/Local Approvals Flowchart](#).



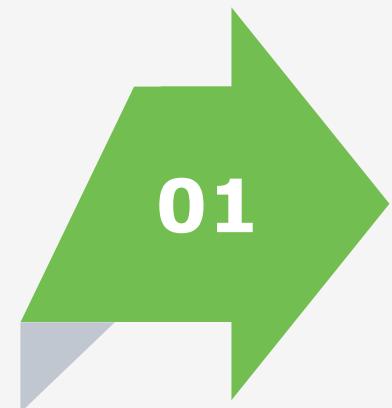
Implementation by Curriculum Team

Once the Curriculum Team receives notification of an approved PDARF2 **and** an approved PDARF3, new programme and major codes will be created as required.



PROGRAMME CHANGE PROPOSAL

This is the process you must take if you wish to make changes to existing programmes. UPB approval may also be required; for example, the introduction of an **exit award** for an existing programme requires both Governing Board and UPB approval. Please refer to the [**UPB/Local Approvals Flowchart**](#) for further details.



Programme Change Proposal - [PDARF7](#)

Signed by:

- Head of School
- Chair of Governing Board



Governing Board Approval

Most in-regulation changes require approval at Governing Board only.



*UPB Approval

*Where **significant changes** to an existing programme are made, additional approval by UPB is required. This includes the introduction of an exit award.



Implementation by Registry

Submit approved PDARF7 to the Curriculum Team for implementation by the relevant registry team. If approved by UPB, they will notify the Curriculum Team for implementation.



PATHWAY PROGRAMME PROPOSAL

This is the process you must take if you wish to set up a graduate taught pathway to an existing programme within UCD. A pathway programme is a sequence of UCD programmes at NFQ Level 9 that build to a Masters degree award.



Pathway Proposal - [PDARF8](#)

Signed by:
• Head of School
• Chair of
Governing
Board



UPB Approval

A PDARF8
MUST be
approved at
UPB.



Implementation - Curriculum Team

UPB will notify the
Curriculum Team
for
implementation.



If you are introducing a
new programme which
includes a pathway, then
you will also need to
submit a PDARF2 and
PDARF3. Refer to the
details regarding [New
Programme Proposal](#)
for more information.



GLOBAL PARTNERSHIP PROPOSAL

This is the process you must follow if you wish to set up new academic partnerships with educational institutions outside of Ireland. If you are interested in establishing a new international collaboration, please contact global.partnerships@ucd.ie for assistance from the Global Partnerships team in completing this process.



01

Global Partnership Proposal Form - Strategic Case

- Section 1 completed by Proposer
- Section 2 completed by Global Partnerships team



02

College Executive Approval

Signed by:

- Head of School
- VP for Internationalisation
- College Finance Manager
- College Principal



03

UMT Global Engagement Group (GEG) Approval

A proposal **MUST** be approved at UMT - GEG before continuing. Where Academic Approval is required, UMT approval must also be sought.



04

*UPB Approval

*Where academic programme approval is required, submit the [PDARF3](#) and [PDARF4](#) to UPB for further approval.



05

Implementation

UCD Global will negotiate and finalise the agreement. The Proposer will establish the partnership.



COLLABORATIVE PROGRAMMES

This is the process you must take if you wish to set up a collaborative programme or introduce a collaboration to an existing programme. There are many different types of collaborative programmes; please see further information on the [Programme Approval website](#).



Does this include a new external partner?

If this collaboration involves a new external partner, a [Global Partnerships Proposal Form](#) is required in the first instance.



Is this a completely new programme?

Follow the steps for approving [a new programme](#), and in addition complete the Collaborative Programme Supplement Form (PDARF4) for approval at UPB.



Is this for an existing programme?

A [PDARF7](#) must be completed together with a PDARF4 for approval at UPB.



Collaborative Programme Supplement Form - [PDARF4](#)

Signed by:

- Head of School
- Chair of Governing Board



UPB Approval

A PDARF4 **MUST** be approved at UPB.



Implementation by Curriculum Team

UPB will notify the Curriculum Team for implementation.



DEROGATIONS FROM THE UCD ACADEMIC REGULATIONS

This is the process you must take if you wish to request a derogation from the [UCD Academic Regulations](#). Derogations can be requested at programme, major, or module level.



Derogation Request - [PDARF14](#)

Signed by:
• Chair of
Governing Board



Governing Board Approval

Governing Board
approval is
required before
submission to
UPB.



UPB Approval

A PDARF14
MUST be
approved by
UPB.



Implementation - Curriculum Team

UPB will notify
the Curriculum
Team for
implementation.



STRUCTURED ELECTIVE PROPOSAL/CHANGE

This is the process you must take if you wish to introduce a new Structured Elective or make changes to an existing Structured Elective.



[PDARF6](#)



Governing Board Approval



***UPB Approval**



Implementation by Curriculum Team

Signed by:

- Head of School
- Chair of Governing Board

Approval at Governing Board only is required.

*Where a change is proposed for the current academic year, approval by UPB is also required.

Submit approved PDARF6 to the Curriculum Team for implementation. If approved by UPB, they will notify the Curriculum Team for implementation.



USEFUL LINKS AND REPORTING



Contact

curriculum@ucd.ie

[Curriculum College Liaison](#)



[UCD Academic Regulations](#)



[Derogation Reporting](#)



[UPB/ Local Approvals Flow Chart](#)

Indicates where Governing Board / UPB approval is required



[Programme Approval \(PDARF\)](#)

View more information about Programme Approvals on the Curriculum website.



UPB & UMT Meeting Schedules

[UPB Meeting Schedule](#)

[UMT Meeting Schedule](#)

[Back to Main Menu](#)