

# Items that require UPB Approval

Submit PDARF forms to [programmes@ucd.ie](mailto:programmes@ucd.ie)

## Programme Changes

All programme change proposals that involve:

- Changes to collaborative taught programmes
- Introduction of collaborative elements to an existing taught programme
- Creation of an exit award for undergraduate and graduate programmes
- Introduction of non-standard admission requirements \*
- Changes that would result in the addition of a new CAO (DN) entry code
- Introduction of a pathway to an existing Masters' Programme (i.e. creation of a Graduate Taught Pathway Programme)
- Changes to the governance of a programme (transfer from one Governing Board to another)
- Proposals that change the degree award to a [non-standard degree award](#) (other than BA, BSc, MA, MSc, MPhil or PhD) or that lead to an award not listed in the University Awards Table ([reg. 2.5](#))
- Changes that require Academic Council approval (e.g. changes to matriculation requirements)
- Retrospective programme changes, i.e. after the commencement of the current intake term

**Governing Board Approval**  
(**Note: UMT approval is required for all new programme proposals**)



**UPB Approval**



**Actioned by UCD Registry**



## New Programmes

All proposals for new taught programmes that involve:

- Collaborative provision, such as Joint Awards, Double Degrees and Articulation Agreements
- Non-standard entry criteria\*
- Establishment of a new undergraduate programme, including creation of a new stream within an existing undergraduate programme (considered a new programme)
- Creation of a new CAO (DN) entry code
- Establishment of Graduate Taught Pathway Programme
- [Non-standard degree award](#) (other than BA, BSc, MA, MSc, MPhil or PhD) or that lead to an award not listed in the University Awards Table ([reg. 2.5](#))



## Derogations

**All** exceptions from the Academic Regulations require UPB approval as a derogation

- See pages 3 -6 of this document for further information.  
*Entry Requirements updated January 2021*

# Items that can be approved by Governing Boards

Last updated: 13 October 2020

Submit PDARF forms to [curriculum@ucd.ie](mailto:curriculum@ucd.ie)

## Programme Changes

Non-retrospective and in-regulation changes to existing programmes in relation to:

- Purpose, vision & values of the programme;
- Programme outcomes
- Title change to major / minor
- Total overall credits for programme, major or stage
- Change to programme level
- Newly created stage(s) of a programme
- Discontinuation of programme, major or minor
- Mode of programme delivery
- How credit may be accumulated to achieve the award, i.e. summary of core/option modules (see Curriculum Team [website](#) for arrangements for changes outside of published [timelines](#))
- Opportunities for taking elective modules
- Admission criteria within standard parameters\*
- Continuation/progression requirements
- Assessment / feedback strategies
- Award GPA rule
- Garda Vetting requirements

**Governing Board Approval**  
**(Note: UMT approval is required for all new programme proposals)**



**Actioned by UCD Registry**

## New Programmes

All proposals for new taught programmes that **do not** involve:

- Collaborative provision, such as Joint Awards, Double Degrees and Articulation Agreements
- Non-standard entry criteria\*
- Establishment of a new undergraduate programme, including creation of a new stream within an existing undergraduate programme (considered a new programme)
- Creation of a new CAO (DN) entry code
- Establishment of Graduate Taught Pathway Programme
- [Non-standard degree award](#) (other than BA, BSc, MA, MSc, MPhil or PhD) or that lead to an award not listed in the University Awards Table ([reg. 2.5](#))



## Derogations

**All** exceptions from the Academic Regulations require UPB approval as a derogation

\* See pages 3 -6 of this document for further information.  
*Entry Requirements updated January 2021*



# Standard and non-standard entry requirements for Graduate Taught courses

Please note these lists are not exhaustive. For any queries please contact [admissions@ucd.ie](mailto:admissions@ucd.ie)

**Standard entry requirements** - as detailed below, are approved at Governing Board level and **do not require UPB approval**

**Non-standard entry requirements** – are those outside of the parameters listed below and **require UPB approval**

Standard entry requirements	Published criteria
2.1 award in an undergraduate degree	An honours undergraduate degree (NFQ Level 8) with a 2.1 classification (Second class honours, Grade One) or equivalent* is required <i>*(equivalencies will vary depending on grade scale of award presented but will generally require a grade average of B or a GPA no less than 3 in a 4-point scale)</i>
2.2 award in an undergraduate degree	An honours undergraduate degree (NFQ Level 8) with a 2.2 classification (Second class honours, Grade Two) or equivalent is required
Below 2.2 classification or below NFQ Level 8 award (i.e the applicant is granted RPL for Admission)	Applicants will be assessed on a case-by-case basis and extensive relevant work experience will be taken into account, so that in certain exceptional cases an award at a lower level, a 2.2 classification and/or experiential learning may be considered. Applicants admitted on the basis of experiential learning should show evidence of a minimum of 5+ years employment relevant to the course they are applying to – a CV, portfolio and/or interview may also be required
English language requirement  (from the <a href="#">list</a> of UPB approved recognised English language exams)	Applicants whose first language is not English must also demonstrate English language proficiency in accordance with the minimum requirements.  IELTS: An average score of 6.5 over all components and a minimum of 6.0 in each band on the Academic Version

<sup>1</sup> Minor editorial changes to this document may be made by Admissions, in consultation with the Chair of UPB



# Standard and non-standard entry requirements for Graduate Taught courses (contd.)

Please note these lists are not exhaustive. For any queries please contact [admissions@ucd.ie](mailto:admissions@ucd.ie)

	<p>TOEFL: A minimum score of 600 in the paper-based Test of English as a Foreign Language (TOEFL PBT), with Test of Written English at 475 +. A minimum score of 90 is required in the Internet based TOEFL (iBT) with a score of at least 20 in each section</p> <p>Other recognised exams as listed at <a href="http://www.ucd.ie/registry/admissions/elr.html">http://www.ucd.ie/registry/admissions/elr.html</a></p>
<p><b>Pre-Masters Pathway</b></p>	<p>For taught Masters programmes with formal pre-masters pathways, students meeting the programme's academic entry requirements but not the English language requirements, may enter the programme upon successful completion of UCD's International Pre-Master's Pathway programmes. Students are required to achieve a passing grade (D-) in their academic modules and an overall grade of C+ with no component grade less than C- in their English language modules. Specific grade requirements in the English Language modules may apply for certain programmes.</p> <p><a href="https://www.ucd.ie/alc/programmes/pathways/">https://www.ucd.ie/alc/programmes/pathways/</a></p>
<p><b>Supplementary Admission requirements</b></p>	<ul style="list-style-type: none"> <li>• Garda vetting and/or comply with the UCD Relevant Offence Risk Assessment Policy</li> <li>• Health Screening</li> <li>• Interview/skype/Kira talent interview</li> <li>• Writing sample</li> <li>• Personal statement</li> <li>• Portfolio submission</li> <li>• CV requirement</li> <li>• References</li> <li>• Minimum work experience in specific related areas (e.g. clinical, lab research or other)</li> <li>• Specific modules /specific course content from an undergraduate degree studied for a minimum duration (e.g. two semesters of a specific subject)</li> <li>• Specific grades required in subjects</li> <li>• Requirement of certain qualifications and/or recognition by professional bodies (e.g. the applicant must meet the requirements of the Teaching Council or must be listed on the live register for the Nursing and Midwifery Board of Ireland)</li> </ul>

# Standard and non-standard entry requirements for Undergraduate Taught courses

Please note these lists are not exhaustive. For any queries please contact [admissions@ucd.ie](mailto:admissions@ucd.ie)

## Standard entry requirements - approved at Governing Board level and **do not require UPB approval**

It is recommended that Admissions are consulted and/or notified of such changes  
There is a minimum one-year lead time to change standard entry requirements

QQI-FET entry	Addition or removal of modules required for a QQI-FET major award already approved
HETAC entry	Addition or removal of an accepted award to transfer via a HETAC route already approved
Mature /Graduate entry	A change in non-academic requirements (e.g. addition of requirement for references or interview)
Supplementary Admission requirements	<ul style="list-style-type: none"> <li>• Garda vetting and/or comply with the UCD Relevant Offence Risk Assessment Policy</li> <li>• Health Screening</li> <li>• Academic good standing</li> <li>• Ability to register with relevant professional body (e.g. Irish Medical Council)</li> </ul>
Course specific	<ul style="list-style-type: none"> <li>• To change the names or pathways within an undergraduate programme (e.g. a change of name of a stream available within a degree programme or change of major/minor combination available)</li> <li>• Recommending a subject grade for a particular pathway (e.g. a H4 is strongly recommended for non- beginners Spanish within DN520)</li> <li>• Participation in an approved articulation link with a NON-EU HEI</li> </ul>



# Standard and non-standard entry requirements for Undergraduate Taught courses (contd.)

Please note these lists are not exhaustive. For any queries please contact [admissions@ucd.ie](mailto:admissions@ucd.ie)

## Non-standard entry requirements - require UPB approval

There is a minimum *two-year* lead time to change non-standard entry requirements (where there is no impact to prospective applicants a shorter lead time may be considered e.g. addition of QQI-FET award)

General entry	<ul style="list-style-type: none"> <li>• Addition of a new programme that requires a new CAO code - this includes Level 8 Graduate entry programmes</li> <li>• Addition of a non-academic entry requirement (e.g. the HPAT exam requirement for DN400 or animal handling experience requirement for DN300)</li> <li>• A change in a grade or subject requirement that is mandatory for entry to a programme</li> <li>• Agreement of a new articulation link with a non -EU HEI</li> </ul>
QQI-FET	Addition or removal of a QQI-FET major award
HETAC	Addition or removal of a HETAC entry pathway
Mature /Graduate entry	<ul style="list-style-type: none"> <li>• Addition or removal of an assessment exam (e.g. MSAP, GAMSAT Open learning, Nursing Midwifery Board of Ireland exam)</li> <li>• Addition or removal of Mature or Graduate as an entry pathway</li> </ul>