

# 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

\*See pages 3-6 of this document for further information on Entry Requirements (last updated January 2023)



## 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

# 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 (contact your [Curriculum College Liaison](#) to make changes during [CMS edit timelines](#). Refer to the Curriculum [website](#) for details on how to request changes outside of edit 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**

\*See pages 3-6 of this document for further information on Entry Requirements (last updated January 2023)



## 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

NFQ Level 9		
	Standard Entry Criteria <i>As detailed below are approved at Governing Board Level and do not require UPB approval (applies to all level 9 awards)</i>	Non Standard Entry Criteria <i>Require UPB approval</i>
Master's Degree/Professional Master's Degree  Graduate Diploma  Graduate Certificate  Professional Diploma  Professional Certificate  Certificate of continuing Professional Development	<ul style="list-style-type: none"> <li>• Minimum 2.1 or 2.2 award in an honours undergraduate degree NFQ Level 8</li> <li>• An award below NFQ Level 8 or below the 2.2 classification (i.e the applicant is granted <a href="#">RPL</a> for Admission). These should be assessed on a case by case basis</li> <li>• English language requirement (from the <a href="#">list</a> of UPB approved recognised English language exams)</li> <li>• Pre-Masters Pathway</li> <li>• See Appendix 1 of standard supplementary admission criteria</li> </ul>	Non-standard entry criteria are those outside of the parameters listed on the left and will require UPB approval
NFQ Level 8		
	Standard Entry Criteria <i>As detailed below are approved at Governing Board Level and do not require UPB approval</i> <i>Admissions should be consulted or notified of any changes</i> <i>There is a min. <u>one-year lead time</u> to change any standard entry criteria</i>	Non Standard Entry Criteria <i>Require UPB approval</i> <i>There is min. 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 a QQI FET award)</i>
Honours Bachelor's Degree	<ul style="list-style-type: none"> <li>• QQI FET entry -addition or removal of modules required for an existing QQI -FET award</li> <li>• HECTAC- addition or removal of an accepted award to transfer via an existing approved HETAC route</li> <li>• Mature /Graduate entry -a change in non-academic requirements (e.g. a requirement for a reference or interview )</li> <li>• Supplementary Admission Requirements-see appendix 1</li> </ul>	<ul style="list-style-type: none"> <li>• QQI-FET -Addition or removal of a QQI -FET major award</li> <li>• HETAC-Addition or removal of a HETAC entry pathway</li> <li>• Mature/Graduate entry-addition or removal of an assessment exam (e.g MSAP, GAMSAT) or the addition or removal of Mature or Graduate entry as an entry pathway</li> </ul>

Honours Bachelor’s Degree <i>Cont’d</i>	<p>Standard Entry Criteria</p> <p><i>As detailed below are approved at Governing Board Level and do not require UPB approval</i></p> <p><i>Admissions should be consulted or notified of any changes</i></p> <p><i>There is a min. <u>one year lead time</u> to change any standard entry criteria</i></p>	<p>Non Standard Entry Criteria</p> <p><i>Require UPB approval</i></p> <p><i>There is min. 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 a QQI FET award)</i></p>
	<ul style="list-style-type: none"> <li>Course specific - change of name of an existing degree option available within a degree programme <u>or</u> a change of major/minor combination available <u>or</u> recommending a subject grade for a particular programme (<i>e.g. H4 strongly recommended for non-beginners Spanish within DN520</i>)</li> <li>Participation in an approved articulation link with a NON-EU HEI</li> <li>Progression route from the UCD International Foundation Year</li> </ul>	<ul style="list-style-type: none"> <li><u>Open Learning /Access progression</u>- addition or removal of an Open learning or UCD Access progression route</li> <li>A change in grade or subject requirement that is mandatory for entry to a programme</li> <li>Addition or removal of an existing degree/subject option</li> <li>Addition of a new programme that requires a new CAO code -this includes Level 8 Graduate Entry Programmes</li> <li>Agreement of a new articulation link with a NON -EU HEI</li> <li>Addition of a mandatory entry requirement for school leavers (e.g the HPAT for entry to DN400 or the practical experience requirement for DN300 )</li> </ul>
NFQ Level 8 (cont’d)		
	<p>Standard Entry Criteria for the NFQ Level 8 awards detailed in column on the left</p> <p><i>As detailed below are approved at Governing Board Level and do not require UPB approval</i></p>	<p>Non Standard Entry Criteria</p> <p><i>Require UPB approval</i></p>
Higher Diploma  Diploma of Continuing Education University Certificate  Professional Diploma  Professional Certificate  Certificate of continuing Professional Development	<p>NFQ Level 8 degree  or  NFQ Level 7 degree  or  NFQ Level 7 Diploma with relevant experience  or  Minimum age may be required (<i>e.g. BBS</i>)</p>	<p>Non-standard entry criteria are those outside of the parameters listed on the left and will require UPB approval</p>

NFQ Level 7		
	Standard Entry Criteria <i>As detailed below are approved at Governing Board Level and do not require UPB approval</i>	Non Standard Entry Criteria <i>Require UPB approval</i>
Certificate of continuing Education Professional Certificate Professional Diploma University Certificate University Diploma	Must have completed secondary education or equivalent evidence of experience	Non-standard entry criteria are those outside of the parameters listed on the left and will require UPB approval
NFQ Level 6		
Certificate of continuing Education Diploma of continuing Education	Any of the following may be requested <ul style="list-style-type: none"> <li>• Interview</li> <li>• Written statement</li> <li>• Minimum age requirement</li> </ul>	

**Appendix 1**

Standard Supplementary Admission requirements

- Garda vetting and/or comply with the UCD Relevant Offence Risk Assessment Policy
- Health Screening
- Interview/skype/Kira talent interview
- Writing sample
- Personal statement
- Portfolio submission
- CV requirement
- References
- Minimum work experience in specific related areas (*e.g. clinical, lab research or other*)
- Specific modules /specific course content from an undergraduate degree studied for a minimum duration (*e.g. two semesters of a specific subject*)
- Specific grades required in subjects
- 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)*

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