

Items that require UPB Approval

Submit PDARF forms to 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 & 4 of this document for further information.

Submit PDARF forms to 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

* Refer to Pages 3 & 4 of this document for further information.



Standard and non-standard entry requirements for Graduate Taught programmes

Please note these lists are not exhaustive. For any queries please contact
admissions@ucd.ie

Please ensure that Admissions are consulted and/or notified of such changes to graduate programmes

STANDARD ENTRY REQUIREMENTS

*Entry requirements from the following list
do not need UPB approval*

- 2.1 award in an undergraduate degree
- 2.2 award in an undergraduate degree
- Below 2.2 classification or below NFQ Level 8 award (accepted in combination with RPL for Admission)
- Minimum English language requirement (from the [list](#) of UPB approved recognised English language exams)
- Progression Pathway from [UCD Pre-Masters](#)
- Supplementary Admission requirements e.g.
 - Writing sample
 - Personal statement
 - References
 - Health Screening
 - Garda Vetting

NON-STANDARD ENTRY REQUIREMENTS

*Entry requirements from the following list
require UPB approval*

- A change in English language requirements below the standard UCD requirements
- A pass award in degree (NFQ Level 8) accepted for entry
- An ordinary degree (NFQ LEVEL 7) accepted for entry



Standard and non-standard entry requirements for Undergraduate programmes

Please note these lists are not exhaustive. For any queries please contact admissions@ucd.ie

Please ensure that Admissions are consulted and/or notified of such changes to undergraduate programmes

STANDARD ENTRY REQUIREMENTS

The following changes do not need UPB approval

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:
 - ✓ Garda vetting and/or comply with the UCD Relevant Offence Risk Assessment Policy
 - ✓ Health Screening
 - ✓ Academic good standing
 - ✓ Ability to register with relevant professional body (e.g. Irish Medical Council)
- Course specific:
 - ✓ Change the names or adjust the 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)
 - ✓ Recommendation of a subject grade for a particular pathway (e.g. a H4 is strongly recommended for non-beginners Spanish within DN520)

NON-STANDARD ENTRY REQUIREMENTS

The following changes require UPB approval

There is normally a minimum two-year lead time to introduce these entry requirements

- General entry:
 - ✓ Addition of new programme that requires CAO code (this includes Level 8 Graduate entry programmes)
 - ✓ Addition of a non-academic entry requirement (e.g. the HPAT exam requirement for DN400 or animal handling experience requirement for DN300)
 - ✓ A change in a grade or subject requirement that is mandatory for entry to a programme
- QQI-FET: Addition or removal of a QQI-FET entry pathway
- HETAC: Addition or removal of a HETAC entry pathway
- Mature /Graduate entry:
 - ✓ Addition or removal of an assessment exam (e.g. MSAP, GAMSAT Open learning, Nursing Midwifery Board of Ireland exam)
 - ✓ Addition or removal of Mature or Graduate as an entry pathway