



# **The Professional Certificate in University Teaching and Learning & The Certificate of Continuous Professional Development**



**in University Teaching and Learning**

**Handbook 2024/25**

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## Introduction

This handbook is for students who have registered for the Professional Certificate/Cert in CPD in University Teaching and Learning. We hope you find your programme very relevant to your teaching, intellectually stimulating and an enjoyable quality learning experience. We hope that the opportunities provided to meet and learn with colleagues across the university will give you a real sense of collegiality.

## Aims of the Professional Programmes in University Teaching and Learning

The Professional Programmes in University Teaching and Learning offer academic staff a professional qualification in university teaching and learning. They will equip participants with the knowledge and skills to provide effective high quality educational experiences for their students using research-led and evidence-based approaches to address contemporary issues and challenges in higher education.

Participants will engage in active, discursive and collaborative learning approaches. The emphasis is on critically reflecting on one's own practice to plan, implement and review new teaching and learning initiatives in disciplinary contexts.

## Outcomes of the Professional Certificate, University Teaching and Learning

By the end of the Professional Certificate in University Teaching and Learning you will be able to:

- Expand your repertoire of teaching, learning, assessment and education technology strategies to promote a more engaging and enjoyable experience for teachers and students
- Personalise your learning to make it relevant to your disciplinary teaching contexts
- Approach teaching more creatively through discussion and collaboration with your peers
- Utilise relevant research and data to support an evidence-based approach to your teaching practice
- Design effective and efficient learning opportunities at module and/or programme level
- Devise a critically reflective portfolio of teaching practice

## Outcomes of the Certificate of Continuing Professional Development, University Teaching and Learning

By the end of the Certificate in Continuing Professional Development in University Teaching and Learning you will also be able to:

- Reflect critically on an aspect of your teaching practice (e.g. assessment, curriculum design etc.) based on your choice of module
- Explore new ideas and strategies in this area
- Adapt new ideas and strategies to your teaching practice
- Contribute to a portfolio of teaching practice
- Approach teaching more creatively through discussion and collaboration with your peers
- Evaluate and plan for future continuing professional development needs.

## Key Features of Programmes

- A professional qualification in university teaching and learning
- Support for you in your teaching roles
- Taught by experienced academic staff
- Research-informed and experiential approaches to developing your repertoire of teaching, learning and assessment strategies
- Learn about creative approaches to teaching through discussion with your peers

## Who are the programmes for?

The Professional Certificate (15 ECTS credits) and the Certificate in Continuing Professional Development in University Teaching and Learning (7.5 credits) are **in-service programmes for those who are currently teaching in higher education (i.e. NQF level 7 or above). Applicants must be in an active teaching role including design, delivery and assessment of modules and have a significant teaching commitment.** The definition of “significant teaching commitment” is a minimum of 2 hours teaching per week or 48 hours over the course of the academic year. As these are level 9 programmes, students are expected to review research and other literature at the forefront of the subjects of their chosen modules.

The Programmes offer academics at different stages of their careers opportunities to review and improve their teaching skills and their understanding of approaches and theories in effective higher education. Academics at the start of their career will develop skills to work effectively in the classroom and learn to draw on pedagogical theory and research in informing their teaching. More experienced academics will be offered opportunities to revitalize their teaching and to try out new approaches to curriculum design and assessment.

The programmes are overseen by the Academic Affairs Board of Studies, chaired by the UCD Registrar and Deputy President, which is responsible for the design, development, regulation, quality and general oversight of the Professional Certificate and Certificate of Continuing Professional Development, University Teaching and Learning.

The programmes are subject to the University’s General Regulations which govern taught graduate programmes, including assessment regulations; late submission of assessment; application of extenuating circumstances; withdrawal from the Programmes, and leave of absence requests. Further information on all regulation can be found at [http://www.ucd.ie/registry/academicsecretariat/docs/academic\\_r.pdf](http://www.ucd.ie/registry/academicsecretariat/docs/academic_r.pdf)

## Curriculum Timetable

### Professional Programmes in University Teaching and Learning Programmes

The Professional Certificate (University Teaching and Learning), which carries a credit volume of 15 ECTS is our principal professional qualification aimed at UCD faculty. The programme is designed to be flexible, research-informed and practice-based. A suite of modules will be offered in each academic session, facilitating faculty to choose in accordance with their interests and development needs.

<b>Students choose one module per trimester</b>		
<b>Autumn Trimester 2024/25</b> <b>Becoming a Better University Teacher</b>  (Online module) (7.5 credits)	<b>Autumn Trimester 2024/25</b> <b>Designing Curricula</b>  (7.5 credits)	<b>Autumn Trimester 2024/25</b> <b>Leading in University Teaching &amp; Learning</b>  (7.5 ECTS)
<b>Spring Trimester 2024/25</b> <b>Assessment and Feedback in Higher Education</b>  (7.5 credits)	<b>Spring Trimester 2024/25</b> <b>Active Learning with Technology</b>  Online module (7.5 credits)	<b>Spring Trimester 2024/25</b> <b>Teaching Across Cultures</b>  Online module (7.5 credits)

The Professional Certificate will be awarded to those candidates who successfully complete any two modules. Upon completion of the Professional Certificate candidates may undertake two further modules for the award of a Professional Diploma (University Teaching and Learning), which carries a credit volume of 30 ECTS. Those who successfully complete a single module (7.5 ECTS) will be awarded Certificate of CPD (University Teaching & Learning).

The assessment and feedback strategies of the Programme modules, including having must pass or not, vary.

## Admissions

### Eligibility

Entry to the Professional Certificate and the Certificate of Continuing Professional Development is open to faculty and academic related staff who are;

- 1) currently teaching in higher education (i.e. within a university or at NFQ level 7 or above).
- 2) in an active teaching role including design, delivery and assessment of modules
- 3) undertaking a significant teaching commitment, defined as a minimum of 2 hours teaching per week per trimester or 48 hours over the course of the academic year.

Professional staff who teach as part of their brief and meet criteria 1, 2 and 3 above may apply for the programme and will be considered on a case by case basis. The final decision on eligibility of all candidates will be made by the Board of Studies on the recommendation of the Programme Director.

Please note that the Professional Certificate and the Certificate of Continuing Professional Development are not suitable for tutors or postdoctoral and research fellows. UCD Teaching and Learning offers the module University Teaching and Learning for Tutors, Demonstrators and TAs (UTL40230) and the University Teaching & Learning Practice seminar series. In the exceptional circumstances where a Postdoctoral Research Fellow (level 2) is approved as module coordinator by Academic Council (or its relevant subcommittee) and has completed the Seminar Series for Post Doctoral Researcher Fellows they are eligible to apply to the programmes. It will be a requirement on the part of the applicant to present evidence to support these criteria.

### Application Requirements

If you are **not** employed by UCD you will also need to submit:

- Official transcripts of degree qualification(s)
- Letter of recommendation from an academic referee

## Fees

The fees for the academic session 2024/25 are €110 per credit. The Cert of CPD is a 7.5 credit programme and the Professional Certificate is a 15 credit modules. This is subject to change for the academic session 2025/26

For UCD faculty and academic related staff enrolling to UTL programmes, the programme fee will be waived.

## Programme Regulations

### Governance of the Programmes

The programmes are overseen by the Academic Affairs Board of Studies which is responsible for the design, development, regulation, quality and general oversight of the Professional Certificate and Certificate of Continuing Professional Development, University Teaching and Learning.

### Programme Regulations

The programmes are subject to the University's General Regulations which govern taught graduate programmes, including assessment regulations; late submission of assessment; application of extenuating circumstances; withdrawal from the Programmes, and leave of absence requests. Further information on all regulation can be found at

[https://sisweb.ucd.ie/usis/W\\_HU\\_MENU.P\\_DISPLAY\\_MENU?p\\_menu=GD-MAIN](https://sisweb.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=GD-MAIN)

Additionally for the Professional Certificate in University Teaching & Learning, the following provisions apply:

### Student Workload

1. The recommended student workload is 15 credits per academic year. In general students have found that doing one 7.5 ECTS module per trimester is a doable workload, in the context of the work commitments of faculty and staff and the attendance, independent study and assessment demands of the UTL modules. We would recommend that in general students would do one module per trimester. However, if some students have more time to dedicate to CPD in teaching, it is possible for them to do two modules in a trimester. However, they would need to do so in full cognisance that this 15 credit workload is equivalent to half the workload of a full time undergraduate student. They must be able to attend all the timetabled sessions for both modules. It is not permissible to take two modules with a conflicting timetable.

2. Where a student wishes not to take any modules in a trimester, an application for a Leave of Absence must be made to the Board of Studies

3. Retrospective leave of absence is not normally permitted.

4. Details of the current policy and procedures for Leave of Absence can be found at:

[https://sisweb.ucd.ie/usis/W\\_HU\\_MENU.P\\_DISPLAY\\_MENU?p\\_menu=GD-MAIN](https://sisweb.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=GD-MAIN)

### Assessment

1. All modules on the programme are assessed as Pass or Fail (see University Regulation 4.4.2)

2. Grading descriptors and assessment criteria for the award of Pass and Fail grades are specified in accordance with University's guidance on grading descriptors

(<https://intranet.ucd.ie/registry/assessment/gradebook/gradingguidestaff2011-2012.pdf> )

3. In addition the Programme Examination Board in line with University Regulation (4.4.3) may use a range of additional grades to denote particular outcomes, including audit, withdrawal,



extenuating circumstances and incomplete status.

4. Modules learning outcomes are assessed by written or practical assignments as specified in the relevant module descriptors. Where there are identified assessments which are negotiated with the Module Coordinator, the following criteria will apply:

- the specified learning outcomes are not modified;
- the focus and topic of assessed work is different in each module;
- the same piece of work may not be submitted more than once for an assessed task either within or between modules;
- the submission date for the assessment task is not modified.

5. All assessments should be submitted by the due date and late submissions will not normally be accepted unless prior permission for an extension has been granted in accordance with the University's Policy on Late Submission of Coursework or unless a student has Extenuating Circumstances. For current information on both policies see:

[https://sisweb.ucd.ie/usis/W\\_HU\\_MENU.P\\_DISPLAY\\_MENU?p\\_menu=GD-MAIN](https://sisweb.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=GD-MAIN)

6. Students who fail any module must contact the module coordinator to organise a repeat of the assessment and contact the student desk to register for the repeat. A repeat fee may be applied.

7. The module coordinator will give written feedback on the failed assignment and will request that a new draft assignment be sent. Only one draft may be submitted. No further drafts will be accepted by the module coordinator. The module coordinator will schedule a meeting with the student to discuss the newly submitted draft. This meeting with module coordinator will take place at a date set by the module coordinator approx. a month prior to the resubmission date. The resubmission date for a trimester 1 fail is the end of March the academic year and a trimester 2 fail must be submitted by the end of October of the following academic year.

8. The Professional Certificate and Certificate of Continuing Professional Development programmes bring together staff and students who are often peers with a collegial relationship. To support the integrity and equity of the assessment process and learning experience for all students, it is required that:

- Expectations for tutor support and student workload are clarified at the outset of the programme;
- All students are advised of the regulations governing the programme;
- Assessment criteria are published and readily available to students;
- The learning process is conducted on the basis of mutual respect and professionalism and that assessors and students ensure that all academic policy and regulatory requirements as established by the University are fulfilled;
- Joint publication of student/assessor papers should only be undertaken after the grading and assessment process has been completed for the module.

## Award

To gain the award of **Professional Certificate in University Teaching & Learning**, a student must gain 15 credits from approved modules and fulfil all other programme requirements.

To gain the award of **Certificate in Continuous Professional Development in University Teaching & Learning**, a student must gain 7.5 credits from approved modules and fulfil all other programme requirements



**Communications**

Communication to students will be to student e-mails. It is the responsibility to check this e-mail regularly or to forward it to another e-mail they check regularly.

## Contacts

### Programme Administrator

Claire Deighan  
Room F303 Newman Building  
Contact number +353-1-7168732  
E-mail [teachingandlearning@ucd.ie](mailto:teachingandlearning@ucd.ie)

### Programme Director and Module Coordinator for Active Learning with Technology

David Jennings  
Room F307 Newman Building  
Contact number +353-1-7168552  
E-mail [david.jennings@ucd.ie](mailto:david.jennings@ucd.ie)

### Module Coordinator for Leading in University Teaching & Learning and Assessment and Feedback in Higher Education

Assoc Prof. Geraldine O'Neill  
Room F308 Newman Building  
Contact number +353-1-7168575  
E-mail [geraldine.m.oneill@ucd.ie](mailto:geraldine.m.oneill@ucd.ie)

### Module Coordinator for Designing Curricula and Teaching Across Cultures

Dr Sheena Hyland  
Room F311 Newman Building  
Contact number +353-1-7168575  
E-mail [sheena.hyland@ucd.ie](mailto:sheena.hyland@ucd.ie)

### Module Coordinator for Becoming a Better University Teacher

Dr Leigh Wolf  
Room F305 Newman Building  
Contact number +353-1-7168553  
E-mail [leigh.wolf@ucd.ie](mailto:leigh.wolf@ucd.ie)

### Further information

[www.ucd.ie/teaching](http://www.ucd.ie/teaching)

## Student Issues or Concerns

If you have any issues or concerns please contact as appropriate the Module Coordinator, Programme Director or Programme Administrator as soon as this arises to discuss and resolve in a confidential manner. If this is not resolved to your satisfaction, you have the option of making an official student complaint as per the UCD Student Complaints Procedure as outlined below.

## UCD Student Complaints Procedure

UCD is committed to providing an excellent education and high quality services to our students, but recognises that, from time to time problems may arise. The University takes complaints seriously and endeavours to improve its processes and services by listening to, responding to, recording and resolving students' dissatisfaction. The following principles reflect the University's commitment to resolving complaints as quickly as possible with emphasis on local resolution. Students should feel free to raise concerns without risk of disadvantage and are encouraged to seek guidance and advice from a student support professional.

The University's complaint handling principles are to ensure that the process is

- Accessible and user-focused: clearly communicated, easily understood and places the complainant at the centre of the process.
- Simple and timely: involves limited steps and wherever possible seeks early resolution to the satisfaction of all.
- Robust and fair: provides thorough evidence-based investigations in which the complaint handling principles are consistently applied.
- Supports improvement: analysis of outcomes will support improvements in service quality and decision-making.

### PROCESS

The aim of the University's complaint handling process is to resolve problems quickly and as close as possible to where the issue arises. It is expected that most complaints can be dealt with to satisfactory resolution at the first stage (at the school/ unit/ service provider where the issue arises). Where resolution cannot be reached a complaint can be made to the University's Student Complaints Office.

#### Stage 1 – Local Resolution / Unit Review

Students are advised to raise concerns as soon as possible (and no later than 15 working days) after becoming aware of an issue, directly with the area (school, unit or service provider) in which the issue has occurred. At this stage complaints may be made face-to-face, by phone, by email or letter or using the specified local process. Students should explain the nature of their complaint clearly and concisely, provide as many relevant details as possible and indicate what outcome they seek.

Actions under local resolution include review by the relevant head of unit/school/service provider, where a complainant is not satisfied with the initial response received. The Student Complaints Form: Head of Unit Review [<http://www.ucd.ie/complaints/process.html>] should be completed in such cases.

#### Stage 2 - University Level Investigation

Stage 2 of the procedure deals with two kinds of complaints: complaints that could not be satisfactorily resolved at the local level (stage 1), or complaints that have been identified as requiring investigation at University level from the outset. Complaints made at stage 2 are handled by the Student Complaints Officer. Submitting a Complaint Complaints should be submitted using the Student Complaint Form: University Review [<http://www.ucd.ie/complaints/process.html>]. The University will log all complaints and acknowledge receipt of the complaint to the complainant within five working days.