

This guide provides a brief background to the processes and procedures relating to programme administration in FHSS. The following outlines indicative activities that Programme Chairs and Teaching and Learning Convenors engage in throughout the academic year.

FHSS Teaching and Learning Administration Guide

Faculty of Humanities and Social Sciences
Last Updated 01/11/2021

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1. PROGRAMME BOARDS

1.1 Programme Chair Role Descriptor

The HSS programme chair role descriptor is available at the following link:

<https://www.dcu.ie/humanities-and-social-sciences/role-descriptors>

1.2 HSS Programme Chairs

A list of all DCU programme chairs is available on the OVPAA website under the “Quick Links” section on the following page: <https://www.dcu.ie/ovpaa>

A list of Faculty of Humanities and Social Sciences (HSS) 2020/21 and 2021/22 programme chairs is available under the “Teaching and Learning Administration” heading at this link:

<https://www.dcu.ie/humanities-and-social-sciences/teaching-learning-resources>

1.3 Module Co-ordinator Role Descriptor

The HSS module co-ordinator role descriptor is available at the following link:

<https://www.dcu.ie/humanities-and-social-sciences/role-descriptors>

1.4 Subject Representative Role Descriptor

The HSS subject representative role descriptor is available at the following link:

<https://www.dcu.ie/humanities-and-social-sciences/role-descriptors>

1.5 Membership of Programme Boards

The membership of a programme board normally consists of the following:

- Programme Chair
- Deputy Programme Chair (for Bachelor of Arts: Joint Honours programme)
- Full-time academic staff teaching on the programme*, or the module coordinator where a module is being taught by a part-time member of staff
- Programme Administrator (Secretary)
- Class Representatives
- Head of School*
- School Teaching and Learning Convenor*
- HSS Associate Dean of Teaching and Learning (ADTL)

*Due to the large number of staff teaching on the Bachelor of Arts: Joint Honours programme, the membership of this particular programme board is made up of one full-time academic member of staff *per subject* offered on the programme rather than all module coordinators or full-time staff teaching on the programme. As the Joint Honours programme is not ‘owned’ by any particular school, the Heads of School and School Teaching Convenors will not be members of the programme board, unless they also happen to be a Subject Representative. The HSS Subject Representative Role Descriptor is available on the faculty intranet at this [link](#).

Programme board membership for academics is restricted to full-time members of staff. Only full-time staff can be assigned as module coordinators, programme chairs etc. Other staff, such as hourly paid teaching staff or PhD students teaching on a programme, cannot attend programme board or exam board meetings. These meetings are formal university boards and it is important that we enforce this provision.

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At the first meeting of a programme board in a given academic year, the board appoints a standing committee, to deal with issues which arise between meetings and need immediate attention. The standing committee of a programme board normally consists of the programme chair and three full-time members of academic staff who are also members of the programme board.

1.6 Programme Board Meetings

The programme board normally meets twice per year, once in Semester 1 and once in Semester 2. The dates of the meetings are agreed by Faculty Management Board (FMB) in June of the previous academic year and the **HSS Schedule of Meetings** is published on the HSS faculty intranet at this [link](#).

1.6.1 Agenda

Agenda items for the two programme board meetings are generally standard, with recurring items to be addressed annually. The programme administrator will draft the agenda in consultation with the programme chair. Some additional items may be added to the draft agenda at the request of the Associate Dean of Teaching and Learning (ADTL) or Faculty Management Board prior to its circulation to board members, to ensure that current activities and developments in the university are addressed at the programme board meetings. Members of the board can also email proposed items to the programme chair for addition to the agenda.

1.6.2 Minutes

Programme board minutes should only contain a record of decisions, along with the rationale and context for those decisions. The minutes will not include verbatim accounts or summaries of individual board members' opinions. If requested, the fact of an objection can be noted, but not a summary of the views.

Action items should be clearly identified in the minutes, and the people responsible for those action items.

Items of reserved business should not be recorded in the minutes. They will be recorded separately by the Programme Board Secretary and held on file in the Faculty Office, but will not be circulated to the board membership.

1.6.3 Semester 1 Programme Board Meeting

The main items on the agenda of the Semester 1 programme board meeting are the approval of the programme board and programme board standing committee membership for the academic year, and the review of the previous academic year through the completion of the [Annual Programme Review](#) (APR). See [Section 4.2](#) for more information.

The APR form is pre-populated by the programme administrator where possible, using data from Guru, and completed by the programme chair for circulation to the full board prior to the meeting. The APR template for a given academic year is provided by OVPAA.

If a programme is undergoing [Periodic Programme Review](#) (PPR) in a given academic year, then an APR does not need to be completed for the previous year, as the previous year will be reviewed as part of the PPR. A PPR is completed every 5 years according to a schedule agreed at faculty level: the faculty submits a report to Education Committee at the start of every academic year, listing the

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programmes which have completed the PPR process in the previous academic year and also those programmes which are due to undergo PPR in the coming academic year.

1.6.4 Semester 2 Programme Board Meeting (incl. Academic Structure Process)

The primary focus of the Semester 2 programme board is the approval and sign-off of academic structures, registration schedules, programme regulations, and module descriptors for the coming academic year. Any changes to academic structures and programme regulations must be approved at the spring programme-board meeting.

New module descriptors should be drafted in Akari/Course Builder by the module co-ordinator before being presented at the Semester 2 programme-board meeting for approval, to ensure that the learning outcomes of the programme are met and that appropriate credits are obtained by the students. The programme chair should liaise with the Head of School in relation to resources before any new module is presented to programme boards.

The table below summarises the recurring items that are approved at the Semester 2 programme board meeting every year. With the exception of module descriptors, these documents are drafted by the programme administrator in conjunction with the programme chair.

Academic Structures: one Excel document for each year/offering type of a programme ¹	
<ul style="list-style-type: none"> • Module titles • Whether modules are core or optional • Module weights • Offering types (full-time, part-time) • Module credits • Module semester • Whether modules are Pass/Fail • Module quotas • CA%/Exam% of each module • Number of exams and exam duration for each module (if there is an Exam% element) • The number of credits required to pass the year or graduate 	<ul style="list-style-type: none"> • Module Resit Categories (<i>see item 7.2.3.6 of Marks & Standards</i>) • Whether modules are compensatable (<i>see item 7.2.2 of Marks and Standards</i>) • Previous Element Contribution (<i>see item 7.1.3 of Marks and Standards</i>) • Whether modules are to be added or removed from the structure • Alternative modules² that repeat students have to take if they fail a module which will not be active the following year (<i>see item 7.2.3.1 of Marks and Standards</i>)³
Registration Schedules:	
<p>The registration schedule is a document that is presented to students within the online registration system and which guides them in how to register for their modules. Each programme/offering type/study period has a registration schedule, which lists the modules on offer that year, which modules are core, which are optional, how many credits are associated with each module listed, and instructions on how to register, for example:</p> <ul style="list-style-type: none"> • “Choose 3 of the following modules” • “Choose 20 credits of optional modules in each semester” 	

¹ The final approved Academic Structures for a given year are shared with heads of school in Google Drive.

² Process under discussion for 2022/23 academic structures.

³ Alternative modules are identifiable on a student registration in Guru where an “X” appears in the “Type” column.

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- “A quota of 30 applies to this module.”

At programme board level, this information is presented on the Academic Structure Excel document which is approved by the Semester 2 programme boards every year, but you can view the registration schedule for any DCU programme at the following link:

<https://www.dcu.ie/registry/registration-schedules-search>

Programme Regulations: Word document presented at programme board

Programme Regulations for the following academic year are approved by the programme board, then by the Faculty Teaching and Learning Committee (FTLC), and then referred to University Standards Committee (USC) for final approval. The programme regulations may include items relating to:

- **Calculation of Overall Classification** – how the overall mark (precision mark) and classification for the degree is calculated, if it deviates from the standard calculations described in Section 7 of DCU Marks and Standards.
- **Non-compensatable modules** – if there are modules on the programme which the programme board has decided should not be passed by compensation, then this needs to be marked as such on the Academic Structure and listed in the Programme Regulations. This means, for example, that if the student got a mark of 35% in the module in question, and all other conditions for compensation were met, that the student would not be allowed to pass this module by compensation. The rules governing compensation are outlined in [Marks and Standards](#). Note that compensation is not allowed on postgraduate programmes.
- **Progression** – it may be specified at programme level that students may be allowed to carry modules in specific circumstances, or that for example, students must complete a certain number of credits on a part-time programme to be eligible to progress to Year 2. [Note that the result for a carried module is not included in the precision mark of the study period into which it has been carried⁴: if a student carries a 1st-year module into 2nd year, the mark they achieve in that carried module in 2nd year does not contribute towards the 2nd year grade.]
- **Exit/Alternative Awards** – if students on a programme can graduate with another award linked to the programme, for example a Graduate Diploma from an MSc programme, or a Year Abroad pathway which leads to a different award title being granted, then this needs to be made explicit in the programme regulations.
- **Resit Categories** – there are 3 different resit categories according to Marks and Standards.

Category 1: A resit is available for both components of the module

Category 2: No resit is available for a 100% continuous assessment module

Category 3: No resit is available for the continuous assessment component where there is a continuous assessment and examination element

The resit category of a module is recorded on the approved Academic Structure Excel document. All programme regulations have a section dedicated to Resit Categories. This section contains a link to live programme academic structures on the web/online prospectus, where the Resit Category of each active module on the programme is displayed. This information is pulled directly from the ITS system. The resit category of a given module is the same on all programmes on which it is taught.

- **Derogations of DCU Marks and Standards** – if the programme board proposes a derogation from Marks and Standards, this must be approved by USC following programme board, FTLC

⁴ Carried modules are identifiable on a student registration in Guru where a “K” appears in the “Type” column.

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and [FMB](#) faculty-level approval. Note that derogations will only be permitted where required by professional bodies.

- **Previous Element Contributions (PEC)** – if the programme has an approved PEC, this must be outlined in the programme regulations as well as being reflected on the approved Excel Academic Structure document.

You can view current and archived programme regulations for all DCU programmes at the following link: <https://www.dcu.ie/ovpaa/policies-and-regulations>

Module Descriptors

Module descriptors for significantly revised modules or for new modules should be presented in Akari/Course Builder format to the programme board for approval. If a module changes its credit value, a new module must be created and a new code assigned. Module codes are assigned by the Faculty Office. Please contact your programme administrator if you need a new module code.

Module descriptors are displayed on the DCU website at the following link:

https://www101.dcu.ie/registry/module_contents.php

The CA%/Exam% split, resit category, and credit information on the module descriptor on the web is drawn directly from the DCU student information system (ITS), which in turn is based on the Academic Structure Excel document approved by the programme board. The Description, Learning Outcomes, Workload, Indicative Content and Learning Activities, and Indicative Reading List information is pulled from the module descriptor in the Akari/Course Builder system.

You can click on links at the bottom of any module descriptor on the web to access archived descriptors for the module from previous academic years.

After the programme board meeting, the programme administrator drafts the minutes in conjunction with the programme chair. The draft minutes, academic structures, programme regulations and module descriptors, which were approved by the programme board, are submitted by the programme administrator to the Faculty Teaching and Learning Committee (FTLC) for review. A summary of the FTLC review is submitted to Faculty Management Board (FMB) for final, faculty-level approval.

1.6.5 Administrative Support for Programme Boards Meetings

Each programme board is assigned a programme administrator, who will act as the programme board secretary for that programme. The programme administrator will support the programme chairperson in relation to their responsibilities by:

- Collating the programme board membership
- Communicating with the programme board on behalf of the programme chair as appropriate
- Co-ordinating and sharing papers for programme board meetings
- Collating and maintaining formal records relating to
 - Academic Structures;
 - Registration Schedules;
 - Programme Regulations;
 - Annual Programme Reviews;
 - Programme Board Meetings.

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- Recording the minutes of meetings;
- Submitting programme board minutes and related documentation to FTLC;
- Providing regulatory advice to the programme chair and to the programme board.

1.8 Admissions and Recruitment

Area	Responsible	Contact	By When?
Admissions and Recruitment	Prog. Chair, Faculty Marketing Team	Registry, Intl Office	Ongoing, esp. spring / summer
Marketing incl. Prospectus, attendance at events, school visits	Prog. Chairs, School Marketing Convenors, Faculty Marketing Team	DCU Marketing, Student Recruitment, Access, SS&D, Intl. Office	Ongoing, esp. spring / summer
CAO	Heads of School, ADTL, Executive Dean	Registry	Spring / summer
Direct entry UG, mature applications	Prog. Chair	Registry, Intl Office	Ongoing, esp. spring / summer
PG Student Application Portal	Prog Chairs, Heads of School, [FTLC for Special Case Admissions]	Registry, Intl Office	Spring / summer
Internal transfers	Programme Chairs	Registry	Ongoing, esp. autumn

1.9 Student Support

Area	Responsible	By When?
Orientation	SS&D, Prog. Chair, Subject Reps., Personal Tutors,	Autumn
INTRA (see 1.9 re. insurance)	INTRA Office, SS&D, Prog. Chair, Head of School, School INTRA Co-ordinator	Ongoing
Year Abroad	Prog. Chair, School Academic Exchange Coordinator, Intl Office, SS&D	Ongoing
Student mentoring and liaison	Prog. Chair, Personal Tutors, SS&D, Disability & Learning Support, Access Service, Students' Union, Student Council, Class Reps. teaching staff	Ongoing
Student Support	Prog. Chair, Personal Tutors, SS&D, Disability & Learning Support, Access Service	Ongoing

Resources

Information for staff and a list of resources to help them support students through their studies at DCU is provided by Student Support and Development (SS&D) at the following link: <https://www.dcu.ie/students/information-staff-student-support-development>. The Counselling and Personal Development Service have provided a guide for staff on how to deal with students who present with medical and/or psychological emergencies at the following link: <https://www.dcu.ie/counselling/counselling-personal-development-service-guide-staff>. This information is of particular relevance to programme chairs.

1.10 Academic Field Trip Approval Form (Field Trips and Excursions)

As of February 2021, a DCU Field Trip Handbook is being developed by the [Health and Safety Office](#). Staff should refer to this handbook, once available, before organising any field trips or excursions.

Before being accepted on a university-sanctioned field trip or excursion, the Academic Field Trip Approval form must be completed by every participating student. The organisers of the field trip

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should either bring a copy of each form with them on the trip or save the forms to a secure Google Drive folder, which is accessible from any location, so that they have access to the information in the event of a medical or other emergency. The form is available on the website of the Office of the Chief Operations Officer in the “Guidelines and Forms” section at: <https://www.dcu.ie/ocoo/policies.shtml>

2. FACULTY TEACHING AND LEARNING COMMITTEE (FTLC)

2.1 FTLC Terms of Reference

The FTLC Terms of Reference are available at the following link:

https://www.dcu.ie/sites/default/files/inline-files/ftlc_terms_of_reference_v2_nov2019_0.pdf

2.2 FTLC Membership

The FTLC membership for the current academic year is available under the “Faculty Teaching and Learning Committee” heading at the following link: <https://www.dcu.ie/humanities-and-social-sciences/faculty-committees>. Each school is represented on FTLC by a Teaching and Learning Convenor. See the Role Descriptor for a Teaching and Learning Convenor on the Role Descriptors page at this link: <https://www.dcu.ie/humanities-and-social-sciences/role-descriptors>

FTLC is chaired by the faculty [Associate Dean of Teaching and Learning](#) (ADTL), and usually meets on a monthly basis, but not less than 6 times in one academic year.

3. FACULTY MANAGEMENT BOARD (FMB)

3.1 FMB Terms of Reference

The FMB Terms of Reference are available at the following link:

https://www.dcu.ie/sites/default/files/humanities_and_social_sciences/terms_of_reference_faculty_board_oct_2012.pdf

3.2 FMB Membership

The FMB membership for the current academic year is available under the “Faculty Management Board” heading at the following link: <https://www.dcu.ie/humanities-and-social-sciences/faculty-committees>. The board membership comprises the faculty Heads of School, the Associate Dean of Teaching and Learning, the Associate Dean for Research, the Associate Dean for External Engagement, the Faculty Manager, and the Executive Dean, who chairs the board. FMB usually meets on a monthly basis.

4. PROGRAMME DEVELOPMENT

4.1 University Committees Relating to Teaching and Learning

Support for the following university committees is provided by the Office of the Vice-President for Academic Affairs. All meeting schedules, agenda, minutes and membership information is available at the following link: <https://www.dcu.ie/ovpaa/academic-council-sub-committees>

University Committee	Chair	HSS Rep.
Academic Council (AC)	DCU President	See membership on AC website
University Standards Committee (USC)	Deputy Registrar/Dean of Teaching and Learning	Associate Dean for Teaching and Learning (ADTL)
Graduate Research Studies Board (GRSB)	Dean of Graduate Studies	Associate Dean for Research (ADR)
Education Committee (EC)	Vice-President of Academic Affairs/Registrar	HSS Executive Dean
Education Committee Standing Committee (ECSC)		
Appeals Board		N/A

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4.2 Annual Programme Review (APR) + Periodic Programme Review (PPR)

The APR is the main agenda item on Semester 1 programme board meetings every year, while PPRs are completed on a 5-year cycle according to a schedule agreed at faculty level. See the following OVPAA page, which provides information on the following aspects of the APR and PPR procedures in DCU: <https://www.dcu.ie/ovpaa/periodic-programme-review>

- [DCU Programme Review Policy Procedures](#)
- Template for External Reviewer (PPR)
- Template for PPR
- PPR External Expert Nomination Form
- Annual Programme Review (APR) Form

4.2.1 Annual Programme Review (APR)

The APR form is pre-populated by the programme administrator where possible, using data from Guru, and completed by the programme chair for circulation to the full board prior to the meeting. The form is provided by OVPAA, via the ADTL, at the start of each academic year and typically looks for information relating to the following areas:

- Changes implemented in the previous year and the impact of these changes.
- Summary of the main issues raised in feedback about the programme during the previous academic year from external examiners, the programme board, students, and professional bodies, industry or other stakeholders, and the action taken to address these concerns.
- Demand for the programme (graph from Guru showing intake numbers and CAO cut-off points for previous 5 years to be provided in this section).
- Student Performance (the grade distribution of the final-year cohort in the previous academic year, completion rates for final-year students and first-year progression rates)
- Proposed changes to the programme, which are to be brought to the Semester 2 programme board meeting for consideration.

Following the programme board meeting, the APR is submitted along with the programme board minutes to FTLC. A summary of the main issues raised across the APRs completed in the faculty is referred by the Executive Dean to Education Committee later in the year.

4.2.2 Periodic Programme Review (PPR)

The faculty submits a report to Education Committee at the start of each academic year, listing the programmes which have completed the PPR process in the previous academic year and also those programmes which are due to undergo PPR in the coming academic year. PPRs are normally completed on a 5-year cycle.

The first step in the PPR process, according to the [DCU Programme Review Policy Procedures](#), is the appointment of the external reviewer for the PPR. This should be organised in April/May of the academic year prior to the start of the PPR in question.

If it is agreed that a current external examiner will act as an external reviewer for the purposes of the PPR, then this needs to be reported to University Standards Committee (USC) for noting. The name of the (current) external reviewer, their home institution, and the name of the programme undergoing PPR should be sent to the FTLC secretary, for forwarding to the next meeting of USC.

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If it is decided to nominate an external reviewer who is not a currently serving external examiner, this appointment needs to be approved by USC. The PPR External Expert Nomination Form, available on the OVPAA PPR pages [here](#), should be completed and submitted to the FTLC secretary and to the ADTL, who will forward it to USC if approved by the ADTL on behalf of FTLC.

In addition to the resources provided by OVPAA, the ADTL will provide guidance to schools in relation to the PPR process, including any faculty-specific templates that may need to be used.

4.3 Annual Academic Structure Approval

See [Section 1.6.4](#) above for information on what is reviewed as part of the academic structure approval process at the Semester 2 programme board meetings every year.

4.4 Module Approval in Akari/Course Builder

This section is under development.

4.5 Change in Programme/Award Title

If a programme board would like to change the title of an award or the title of a programme pathway, this must be approved by FTLC and [FMB](#), and must also be reported by the Faculty Office to Education Committee as part of an annual report submitted in spring every year. The proposer should complete the [FTLC\[8\] Request to Change Award Title or Delivery Mode Form](#), available from the [FTLC secretary](#).

If the proposal involves significant change to the academic structure of a programme as well as a change in title, it is advisable to discuss this with the ADTL in advance, as major changes may require Education Committee approval (as opposed to the reporting referred to in the first paragraph) via the submission of an [EC Revised Academic Offering Form](#) instead of the FTLC[8] form.

Schools should also contact the faculty [Associate Dean for External Engagement](#) for advice at the early stages of the proposal, and should refer to the following documents:

- Section 1.2 of [DCU Marks and Standards](#) lists the degree types awarded by DCU.
- The Registry document “[Standard for DCU Award Titles on Official Documents \(Transcripts and Parchments\)](#)” is a guide on the preferred convention for award titles.

4.6 Change in Programme Offering Type/Mode of Delivery⁵

If a programme board/school would like to change the offering type of a programme, this must be approved by FTLC and [FMB](#), and must also be reported by the Faculty Office to Education Committee as part of an annual report in March/April each year. The proposer should complete the [FTLC\[8\] Request to Change Award Title or Delivery Mode Form](#), available from the [FTLC secretary](#).

A change in offering type might mean that a school would like to offer a part-time version of a programme that is only taught full time at the moment or vice-versa. A school might also want to offer a part-time programme on a modular basis.

⁵ If a school wishes to change a programme from face-to-face delivery to online delivery, a memo should be submitted to FTLC and FMB, outlining the proposal and rationale for the proposal, which, if approved, will be referred to Education Committee for final approval.

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If the proposal involves significant change to the academic structure of a programme, it is advisable to discuss this with the ADTL in advance, as major changes may require Education Committee approval (as opposed to the reporting referred to in the first paragraph) via the submission of an [EC Revised Academic Offering Form](#), instead of the FTLC[8] form. Schools should also contact the faculty [Associate Dean for External Engagement](#) for advice at the early stages of the proposal.

An academic structure for the existing offering type (e.g. full-time structure) as well as the proposed academic structure for the new offering type (e.g. part-time structure) must be submitted as part of the proposal.

4.7 Changes to Entry Requirements

Changes to programme entry requirements are approved at faculty level by FTLC and [FMB](#), and are reported to USC. If a school/programme board wishes to change the entry requirement to a programme, they should submit a memo to FTLC, outlining the rationale for the proposal. It is important to note that there is a long lead-in time for CAO, with information being submitted by the university in relation to CAO offerings 18 months in advance of the particular intake.

Any proposal to lower DCU's minimum [English-language requirements](#) will not be approved.

4.8 Creating a new Exit Award from Existing Award

The creation of a new exit award from an existing major award must be approved by Education Committee, following approval at programme board, FTLC and FMB level. Proposers must complete the Education Committee Revised Academic Offering form, which is available at the link below and this form must be used for each step of the approval process (i.e. from programme board, to FTLC, to FMB): <https://www.dcu.ie/ovpaa/programme-approval>

4.9 Creating a New Pathway on Existing Programme

This requires approval by Education Committee, following approval at programme board, FTLC and FMB level. Proposers must complete the Education Committee Revised Academic Offering form, which is available at the link below and this form must be used for each step of the approval process (i.e. from programme board, to FTLC, to FMB): <https://www.dcu.ie/ovpaa/programme-approval>

4.10 New Non-Major Awards (in response to funding agencies)

This requires approval by Education Committee, following approval at school/programme board, FTLC and FMB level. Proposers must complete the Education Committee Revised Academic Offering form, which is available at the link below and this form must be used for each step of the approval process (i.e. from programme board, to FTLC, to FMB): <https://www.dcu.ie/ovpaa/programme-approval>. The creation of a new Springboard programme would be an example of a special-purpose award that would require approval in this category.

4.11 Validation and Accreditation

The university approval process for new programmes in DCU involves 2 main steps: validation, followed by accreditation. See information for programme proposers about the validation and accreditation processes at the following link: <https://www.dcu.ie/ovpaa/programme-approval>. Validation proposals must be approved at faculty level by FTLC and FMB, before being referred to Education Committee for approval. As the proposals require approval at multiple committees, proposers should initiate the process well in advance of any proposed intake date on the programme and should refer to the [faculty](#) and [university schedule of meetings](#). Schools should also contact the faculty Associate Dean for External

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Engagement for advice at the early stages of the proposal. Note that new programmes cannot be advertised if they haven't been accredited by the university.

If you are proposing to create a new programme in collaboration with one or more external organisations or institutions, please refer firstly to the [DCU Collaborative Provision Protocols](#). A different validation form and process will be used in this case and guidance will need to be sought from the faculty and OVPAA before initiating the proposal.

Area	Responsible	Reporting/Substituting to
Validation	Programme development team at school level (incl. Head of School & Principal Programme Proposer[s])	FTLC, FMB, OVPAA/Education Committee, Academic Council
Accreditation	Programme development team at school level (incl. Head of School & Principal Programme Proposer[s])	FTLC, FMB, OVPAA/ Accreditation Panel, Academic Council

4.12 Stand-Alone Module Approval Process

A **Stand-Alone Module (SAM)**, as defined in Marks and Standards, is a module that can be registered for *without reference to any award* and which is *not offered* on a DCU programme of study, i.e. the module exists independently of any programme or award. Section 8.7 of [Marks and Standards](#) outlines the regulations pertaining to Stand-Alone Modules. The creation of a Stand-Alone Module, thus defined, must be approved firstly by the school, then referred to FTLC and to FMB, and must also be reported by the Faculty Office to Education Committee as part of an annual report in August/September every year.

Approval Process:

1. The [FTLC\[9\]](#)⁶ [Approval Form for Stand-Alone Modules](#) must be completed on each occasion it is proposed to accredit a new Stand-Alone Module or re-accredit an existing Stand-Alone Module offered by a school in the faculty. The approval of GTE (Graduate Training Elements) is a separate process and this form should not be used for GTE module approval.
2. Once approved at school level, the form must be submitted to FTLC, who will refer it to FMB if approved at FTLC level. **N.B.:** if a school is proposing to offer a stand-alone module as part of a collaboration with an external organisation, this must be approved by Education Committee after faculty-level approval and a different form must be used. Contact the [FTLC secretary](#) for details.
3. Faculty approval requires an external expert opinion. They should be a relevant serving external examiner. If this is not possible, the proposed external expert must be approved by the Associate Dean for Teaching and Learning in advance of being contacted.
4. Descriptors for modules must be developed in Akari/Course Builder before submission for approval, and the module content must comply with DCU Marks and Standards. The application for module approval should be submitted prior to the annual approval of academic structures, in the year before it is planned to offer the module. However, new modules may be added to the Single Module Programme (HSS) academic structure during the year, if the need arises.
5. A business case with full costings must be made by the school, using the template provided in the FTLC[9] form.
6. If the proposal is approved, the Faculty Office will arrange for the module to be added to the HSS Single Module Programme (SMPHSS) academic structure, as/if appropriate.

If a school wants to offer a module on a stand-alone or single-module basis, but that module is already approved and offered on an existing DCU programme, the module does not need to be re-

⁶ FTLC-9 Form available from [FTLC Secretary](#)

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approved or re-accredited for the purposes of offering it as a stand-alone module because the module itself is already approved. For example, a member of the public might be interested in taking a DCU module out of personal interest, or a former student might need to complete a 5-credit module in a particular subject area for the purposes of Teaching Council recognition. Those interested in registering for an existing DCU module on a stand-alone basis should contact Registry, seek the appropriate approval from the school which owns the module, complete the [R-26 form](#) and pay the appropriate fee. Such students will ultimately be registered on the qualification code SMPHSS, if they are taking a HSS module.

5. NON-STANDARD ADMISSION AND EXIT ROUTES

5.1 Special Case Admission Process

The [FTLC\[1\] Special Case Admission Request Form](#) (Google Form) is completed by a programme chair in relation to an applicant who does not meet the stated entry requirements for the programme but to whom the programme chair would like to offer a place on the programme, in accordance with the DCU Recognition of Prior Learning [RPL] Policy:

https://www.dcu.ie/system/files/2020-09/97_-_recog_of_prior_learning_v2.0.pdf

The form should only be used in relation to prospective students who have applied for admission to a **taught postgraduate programme** through the CRM Recruit, Student Admission System.

Applications from candidates who do not meet DCU's minimum English-language entry requirements for non-native speakers of English cannot be approved [<https://www.dcu.ie/registry/english.shtml>].

Once submitted, the form will be reviewed by the faculty Associate Dean of Teaching and Learning on behalf of FTLC, who may ask for further details at that point. The FTLC secretary will email the programme chair the outcome of the review by the ADTL and will copy Student Enrolment on the email, so that they are aware that the request has been approved/not approved. The [FTLC secretary](#) can provide you with the link to the [FTLC\[1\] Special Case Admission Request Form](#) on request.

5.2 Legacy Readmission Process

Legacy re-admission is the procedure whereby a former student may seek re-admission to a programme of study where they have fallen outside the maximum registration period as defined by Marks and Standards or have been withdrawn from registration by decision of a Progression and Award Board. Information on the eligibility criteria and process are available on the OVPAA website at the following link: https://www.dcu.ie/sites/default/files/ovpaa/legacy_readmission_decisions_regs.pdf

The legacy readmission form, which is available on the [OVPAA website](#), must be completed by the programme chair on behalf of the applicant, and must be approved by FTLC, before being submitted to USC for final approval. The form must be accompanied by the *official DCU transcript* of the applicant, which can be obtained from Registry. If the candidate has not already supplied a copy, the transcript can be obtained directly from Registry by the Programme Chair or Faculty Administrator.

Please note that former students, where the period since their prior registration exceeds 8 years and who have not been permanently excluded from the University, are required to apply for entry to the programme *ab initio* by submitting the [R-11 Re-admission Direct Application Form](#) to Registry. Exemptions for modules *may* be considered provided the Programme Board can establish the

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currency of the learning as being relevant to the current academic year. Any such exemptions must be approved by **University Standards Committee** following initial approval at Programme Board/Faculty level and must be approved prior to readmission. The exemption request form which must be completed in this case, and in this case only, is the [FTLC\[2\] Module Exemption Request for USC R-11 Applicants](#), which is available from the [FTLC secretary](#).

5.3 Exemption Approval Process

Programme chairs should familiarise themselves with the DCU Recognition of Prior Learning (RPL) Policy and DCU Marks and Standards before submitting a request for an exemption on behalf of a student. Note that under the DCU RPL Policy, exemptions can only be granted at the point of admission and cannot be granted retrospectively.

DCU RPL Policy: <https://www.dcu.ie/policies/policies-a-z>

DCU Marks & Standards: <https://www.dcu.ie/ovpaa/policies-and-regulations>

The [FTLC\[5\] Exemption Request Form](#) (Google Form) is completed by the programme chair on behalf of the relevant programme board. If the request for exemption relates to an internal transfer student, then the chair of the programme *to which* the student is transferring should complete the form.

N.B: if the student for whom the exemption is being sought is a former student of DCU who is applying for re-admission to the programme ab initio, because they are not eligible under the DCU [legacy readmission process](#), then such exemptions require USC approval after they have been approved at faculty level. Please see [Section 5.2](#).

Once the FTLC[5] form has been submitted, the request for exemption is reviewed by the ADTL on behalf of FTLC. If approved, the FTLC secretary submits the details to Registry so that the student's record can be updated in the student records system (ITS). The FTLC secretary will also email the outcome of the review to the programme chair who submitted the request. The FTLC[5] Google Form is available from the [FTLC secretary](#) on request.

If the student has already completed the exact same module in DCU (the module codes must be identical), this is referred to as a **Transfer Exemption**. This, as the name suggests, applies to internal transfer students. In this case, when it comes to the calculation of the student's final precision mark and classification, the mark the student achieved in this module on their *original* programme in DCU is included in the calculation of the overall result on the programme they transferred into. At the ERC and PAB meetings, the broadsheet displays a superscript "t" beside the module mark/result in the exempted module. In Guru, "Y" appears in the "Exempt" column against the module on a student's registration where an exemption has been granted.

If a student is recorded as exempt from a module because they completed a similar module in DCU or elsewhere (i.e. not the exact same module) or because they have been approved for exemption due to RPL, then the original mark is not included in the precision mark/overall classification at the end of the year because no such mark exists. The exempted credits are, however, included in the counting of the overall credits completed by the student. In this scenario, at an ERC or PAB meeting, the broadsheet either displays an "E" where you would expect to see a module result, or the exempted module might not appear against the student record on the broadsheet at all. In Guru, "Y" appears in the "Exempt" column against the module on a student's registration where an exemption has been granted.

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5.4 Exiting with an Alternative Award (e.g. Graduate Diploma from MA or MSc)

A student who wants to exit from their programme of study with an approved alternative award must complete the Registry R-42: Request to Exit with an Alternative (Lesser Credit) Award form and submit it to Student Enrolment in Registry by the relevant deadline. The deadlines for each examination diet are listed on page 1 of the R-42 form, which is available under the “Examination Forms” heading at the following link: <https://www.dcu.ie/registry/application-forms-registry>

The approved exit awards from a programme are listed in the individual [Programme Regulations](#) documents. The programme regulations also indicate how many credits the students must complete to be eligible to exit with the award, whether there are particular modules they must complete, and how the overall result will be calculated for the exit award. See [Section 4.7](#) for information on how to seek approval for a *new* exit award.

6. DCU ACADEMIC INTEGRITY AND PLAGIARISM POLICY

The DCU Academic Integrity and Plagiarism Policy is available at this link: <https://www.dcu.ie/policies/academic-integrity-plagiarism-policy>

The policy requires that each school designate one member of staff to co-ordinate the processes outlined in the policy at school level. In HSS, this is normally the School Teaching and Learning Convenor, who represents their school on FTLC.

If a breach of the policy is alleged, the School Teaching and Learning Convenor should contact the [FTLC secretary](#), who can check whether there is already a flag on the particular student’s ITS record to indicate a previous breach of the policy. If the student has already been found to have breached the policy, then the case needs to be referred directly to University Disciplinary Committee (UDC) by the school and the School Teaching and Learning Convenor should inform the ADTL and the FTLC secretary of the referral by completing the [FTLC\[7\] Academic Integrity & Plagiarism Notification to ADTL of UDC Referral](#) form. If the student does not have a previous breach of the policy on their record, the local process can proceed.

Once the internal school process has been followed, as outlined in the policy, if it is agreed that a **local sanction** will be applied to a student record, the school Teaching and Learning Convenor completes an [FTLC\[6\] Academic Integrity and Plagiarism Local Sanction Form](#), and submits it to the ADTL and [FTLC secretary](#). Following ADTL review, the form is submitted by the FTLC secretary to Registry, so that a flag can be added to the student record indicating that a first breach of the policy has occurred. The reporting of local sanctions is a standing item on the FTLC agenda: a summary of any reported sanctions since the last meeting is presented at each FTLC meeting, if applicable. The FTLC[6] and FTLC[7] forms are available from the [FTLC secretary](#).

7. EXAM/ASSESSMENT PROCEDURES

The dates for the submission of results in each exam diet are published on the faculty intranet at the start of the academic year and are based on the outline dates provided on the [Academic Calendar](#).

Prior to each exam diet, the Faculty Administrators circulate an email to academic staff with links to detailed information on the particular exam diet, in terms of results submission dates, exam board

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dates, and related processes. All of this information is published on the faculty [intranet](#) under the [Examination Process Guidelines](#) tile.

All staff involved in the assessment/examination process should familiarise themselves with [DCU Marks and Standards](#), and with the relevant [Programme Regulations](#).

Note that the membership and organisation of [ERCs](#) and [PABs](#) has been changed temporarily since Semester 2 2019/20 as a response to the Covid-19 pandemic and the move to remote working by staff. All programmes are currently required to hold ERCs and with a reduced membership. Normally in HSS, pre-pandemic, programmes that had a PAB in a given exam diet would not also have had an ERC. Instead, the programme chair would have met with the programme administrator a few days before the PAB to review the broadsheet and the extenuating circumstances and postponement documentation submitted by students.

Area	Responsible	When?
Submission of Marks / Results	All Module Coordinators	4 Exam Diets per Year: <ul style="list-style-type: none"> • End of Semester 1 • End of Semester 2 • Resit Diet/Early Autumn • Late Autumn: for PGT students only
Internal Review Meetings, incl. review of extenuating circumstances forms	Prog. Chair, Prog. Administrator	
Examination Review Committee (ERC)	Prog. Chair, Prog. Administrator, all module co-ordinators/internal examiners ⁷	
Progression and Awards Board (PAB)	Prog. Chair, Prog. Administrator ⁸ , all module co-ordinators/internal examiners, External Examiners, PAB Secretary (Registry)	
Post-PAB Amendments	Prog. Chair, Prog. Administrator, Module Coordinator concerned	As soon as possible as the need for a post-PAB amendment is identified.
Appeals Process	Programme Chair	After each exams process. See Academic Calendar .

The programme chair will liaise with the programme administrator during the exam and assessment process to ensure that all marks have been submitted for modules on the programme.

The programme administrator will support the programme chairperson in relation to their responsibilities by:

- Arranging internal review meetings and scheduling Examination Review Committee meetings (ERCs) as appropriate;
- Uploading and monitoring results for the programme;
- Calculating the overall annual mark and classification/grade;
- Identifying anomalies for review by the programme chair;
- Advising on the conduct of exam-review meetings;
- Preparing documentation for the ERCs and for Progression and Award Board (PAB) meetings;
- Circulating electronic PAB proposals and submitting post-PAB amendment forms to Registry;

⁷ In the case of the Joint Honours programme, the Subject Representative for each subject attends rather than the individual module co-ordinators/examiners.

⁸ The programme administrator attends the PAB but is not a member of the board and does not have a vote.

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- Circulating Zoom invitations to the ERC when ERCs are taking place on line.

The programme chair identifies educational/pastoral care issues/in relation to retention, and may choose to convene a meeting at school level to address remedial actions and interventions necessary with year heads, examiners, personal tutors and others, as appropriate. Guidelines for programme chairs in the consideration of extenuating circumstances are available at the following link:

<https://www.dcu.ie/sites/default/files/registry/pdfs/GuidelinesforConsiderationofExtenuatingCircumstances.pdf> . Note the differing approaches recommended in relation to award and non-award years.

Reviewing Results in Guru

Programme chairs can view all module results, overall results and class lists for their programmes in Guru: <https://guru.dcu.ie/> . Note that there is an overnight delay in the updating of results in Guru.

1. Log into Guru. In the Search field, type the programme and year you'd like to review, e.g. CS1.
2. Select the Academic Year in the drop-down menu, e.g. 2020-2021.
3. Click on the "Longsheet" tab on the top of the page, and click the "Generate Longsheet" button.
4. A "Longsheet" will be generated which will list all the students and their Precision Marks and Overall Classifications, which are pulled from ITS into the "Prec." And "Res." columns respectively (results are updated in Guru overnight).

Appeals Processes

Appeals submitted to the OVPAA by the deadlines, which are listed in the Academic Calendar, are distributed to the Programme Chairs for consideration. The Programme Chairs are required to provide feedback to the appeals board by the dates communicated by the OVPAA. Further information at: <https://www.dcu.ie/ovpaa/appeals>

External Examiners

External Examiners submit their reports through Guru, which are then reviewed by the Heads of School and, where necessary, directed to the Programme Chair. Information in relation to external examiners is available at: <https://www.dcu.ie/ovpaa/external-examiners>

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8. APPROVAL PROCESSES SUMMARY

Item	Approval Process	When	Primary Faculty Office Contact	Documentation Required [All FTLC forms available from FTLC Secretary ⁹]
Academic Structures	Programme Board → FTLC → FMB	Annually in spring	Programme Administrator	Academic Structure Excel Document + Course Builder Module Descriptors
Registration Schedules	Programme Board → FTLC → FMB	Annually in spring	Programme Administrator	Academic Structure Excel Document
Programme Regulations	Programme Board → FTLC → University Standards Committee	Annually in spring	Programme Administrator	Programme Regulations Word Document. Template and guidelines available at https://www.dcu.ie/ovpaa/policies-and-regulations
PPR External Reviewer Nomination: Existing External Examiner	School → ADTL on behalf of FTLC → University Standards Committee for noting	April/May prior to academic year in which PPR is to be conducted	FTLC Secretary	FTLC secretary drafts memo for submission to USC once details received from school.
PPR External Reviewer Nomination: New Appointee	School → ADTL on behalf of FTLC → University Standards Committee for approval	April/May prior to academic year in which PPR is to be conducted	FTLC Secretary	PPR External Expert Nomination Form available at https://www.dcu.ie/ovpaa/periodic-programme-review
Special Case Admissions (PGT programmes)	Programme Chair → ADTL on behalf of FTLC	During assessment of applications to programme	FTLC Secretary	FTLC[1] Form : Special Case Admission Request (Google Form)
Exemptions which require faculty-level approval only	Programme Chair → ADTL on behalf of FTLC	At point of admission: cannot be granted retrospectively	FTLC Secretary	FTLC[5] Form : Exemption Request Form (Google Form)
Exemptions which require USC approval	Programme Chair → FTLC → University Standards Committee	At point of admission: cannot be granted retrospectively	FTLC Secretary	FTLC[2] Form : Module Exemption Request for USC R-11 Applicants
Award Title Change	School/Programme Board → FTLC → FMB Reported to Education Committee	As early as possible prior to the start of the relevant recruitment cycle and before the annual submission of academic structures to Registry in spring	FTLC Secretary	FTLC[8] Form : Request to Change Award Title or Delivery Mode

⁹ FTLC Secretary, August 2021 = maire.nisheighin@dcu.ie

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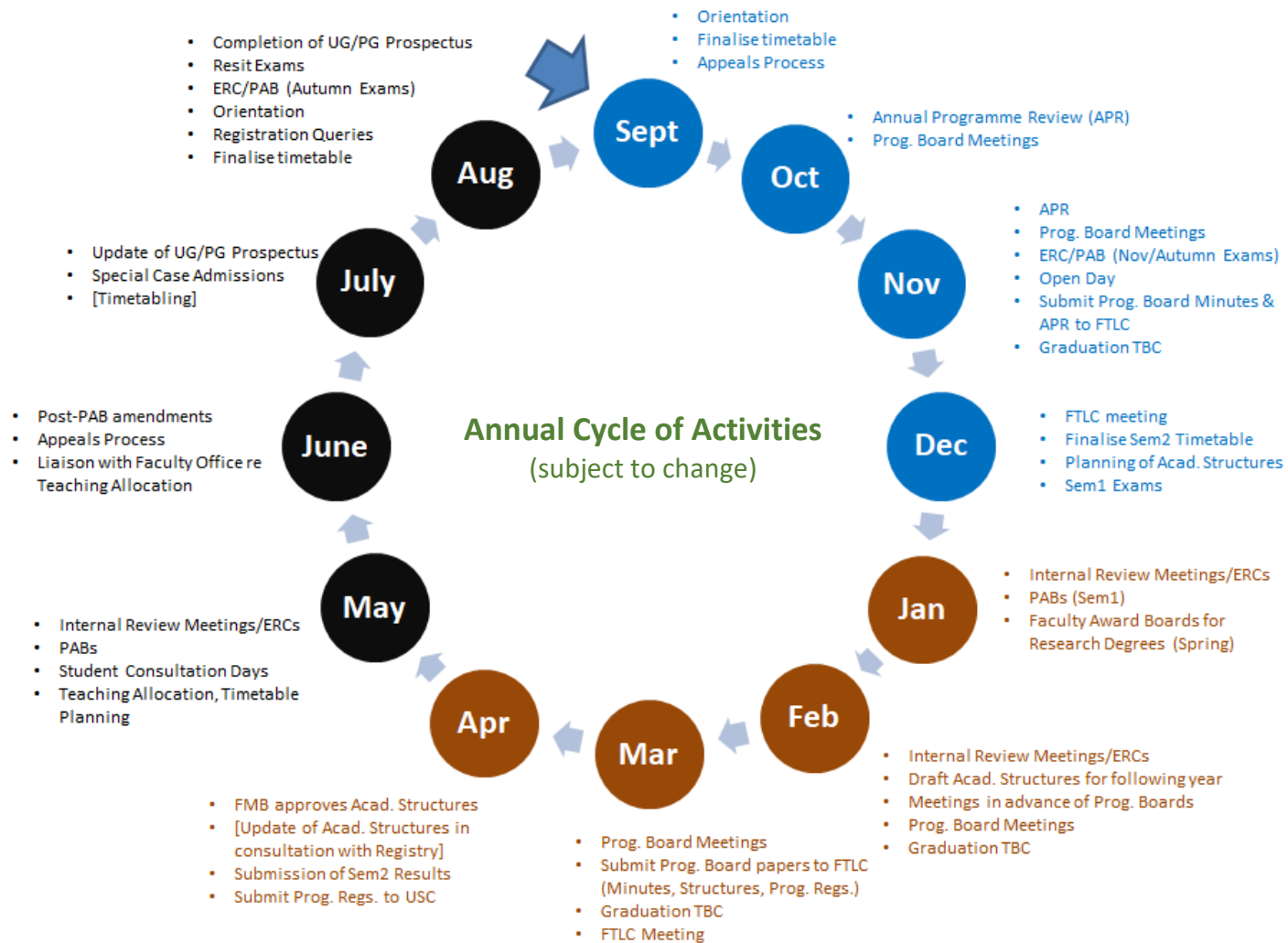
Item	Approval Process	When	Primary Faculty Office Contact	Documentation Required [All FTLC forms available from FTLC Secretary ²]
Offering Type Change (Part-time, Full-time, Modular)	School/Programme Board → FTLC → FMB Reported to Education Committee	As early as possible prior to the start of the relevant recruitment cycle and before the annual submission of academic structures to Registry in spring	FTLC Secretary	FTLC[8] Form : Request to Change Award Title or Delivery Mode + Proposed Academic Structure Document
Stand-Alone Module Approval	School/Proposer → FTLC → FMB Reported to Education Committee	As early as possible prior to the start of the relevant recruitment cycle and before the annual submission of academic structures to Registry in spring	FTLC Secretary	FTLC[9] Form : Stand-Alone Module Approval Form
Academic Integrity and Plagiarism: Reporting Local Sanctions to FTLC	School Teaching Convenor → ADTL on behalf of FTLC	ASAP after conclusion of internal school process if sanction to be applied.	FTLC Secretary	FTLC[6] Form : Academic Integrity & Plagiarism Local Sanction Report
Legacy Readmission Request	Programme Chair/Board → FTLC → University Standards Committee	As early as possible prior to the proposed readmission date for the student and in adherence to FTLC and USC meeting schedules.	FTLC Secretary	USC Legacy Readmission Request Form (https://www.dcu.ie/ovpaa/a-to-z-of-forms#L) + official student DCU transcript, to be obtained from Student Awards in Registry
Validation	School/Proposers → FTLC → FMB → Education Committee	As early as possible prior to the proposed start date of the programme. Validation is followed by accreditation, which must be complete in time for recruitment cycles.	Faulty Manager, FTLC Secretary	DCU Validation Form: form to be used depends on the type of proposal. See https://www.dcu.ie/ovpaa/programme-approval and contact OVPAA for advice.
Create exit awards from existing major awards	School/Programme Board → FTLC → FMB → Education Committee	As early as possible prior to the proposed roll-out date and before the annual submission of academic structures to Registry in spring	FTLC Secretary	Education Committee Approval Form for Revised Academic Offerings: https://www.dcu.ie/ovpaa/programme-approval
Proposed derogations from Marks and Standards	Programme Board → FTLC → FMB → University Standards Committee	As early as possible prior to the year it is proposed the derogation be introduced.	FTLC Secretary	TBC
New non-major awards developed in response to calls from funding agencies	School/Proposers → FTLC → FMB → Education Committee	As early as possible in response to a call or once made aware that there will be a call.	FTLC Secretary	Education Committee Approval Form for Revised Academic Offerings: https://www.dcu.ie/ovpaa/programme-approval
Entry Requirements	Programme Board → FTLC → FMB Reported to University Standards Committee	As early as possible prior to the year it is proposed they apply, taking publication of prospectus, update of CAO, marketing/recruitment timelines and meeting schedules into account. CAO requires an 18-month lead-in time.	FTLC Secretary	Memo to FTLC outlining the proposal, reason for proposal and details/date of implementation.

9. CALENDAR OF PROGRAMME CHAIR ACTIVITIES – SUBJECT TO CHANGE

The timelines below are subject to change in light of the introduction of a new DCU Academic Calendar in 2021/22 and the possibility of continued disruption caused by the Covid-19 pandemic.

Aug./Sept.	Finalising of Timetable Exams Process (Results submission, ERCs, GTE Award Boards, PABs, Student Consultation Period) Appeals Process Registration queries, e.g. carried modules, alternative modules Exemption requests Orientation
Oct./Nov.	Preparation of APR for previous year Programme Board Meetings
Nov./Dec.	<i>Graduation - TBC</i> Open Day Exams Process for select PGT programmes (Results submission, PAB, Consultation Period) Submission of Programme Board Minutes / APRs / associated documentation to FTLC Semester 1 Exams Finalisation of Semester 2 timetable
Jan.	Finalisation of Semester 2 timetable (Preparatory meetings at school level in relation to academic structures for next academic year)
Jan./Feb.	Exams Process (Results Submission, ERCs, GTE Award Boards, PABs) Faculty Awards Board for Research Degrees (spring) Planning Academic Structures for forthcoming academic year
Feb./Mar.	Programme Board Meetings <i>Graduation - TBC</i> Submission of Programme Board Minutes, Academic Structures, Programme Regulations, Module Descriptors and associated documentation to FTLC Faculty Office updates Academic Structures in conjunction with Registry
Apr./May	Programme Regulations submitted to USC for approval Exams Process (Results submission, ERCs, GTE Award Boards, PABs, Student Consultation Period) Liaison with Registry / Faculty Office re. Post PAB Amendments Appeals Process
Jun./Jul.	Liaison with Heads of School re. Teaching Allocations Timetabling
Aug.	Exams Process (Results Submission, ERCs, PABs, Student Consultation Period) Appeals Process Registration queries, e.g. carried modules, alternative modules Exemption requests Finalisation of Timetable Orientation

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10. HSS PROGRAMMES AND PROGRAMME CHAIRS 2021/22

School	DCU Programme Code	CAO / PAC Codes	Programme Title	Programme Chair 2021/22	
Faculty	HMSAX HMSA00	-	Humanities & Social Sciences Exchange Humanities & Social Sciences Occasional	Fiona Gallagher	
	SMPHSS	-	Single Module Programme		
	AFU	-	Age Friendly University (HSS Modules)		
	BAJH	DC009	Bachelor of Arts: Joint Honours - <i>Humanities</i>	Chair: Dr Alicia Castillo-Villaneuva Deputy Chair: Dr Kit Fryatt	
	BAJHI		Bachelor of Arts: Joint Honours (International)		
	BAJI	DC293	Bachelor of Arts: Joint Honours - <i>Intl. Languages</i>		
	BAJII		Bachelor of Arts: Joint Honours (International)		
	BAJL	DC292	Bachelor of Arts: Joint Honours - <i>Law</i>		
	BAJLI		Bachelor of Arts: Joint Honours (International)		
	BAJM	DC291	Bachelor of Arts: Joint Honours – <i>Media Studies</i>		
	BAJMI		Bachelor of Arts: Joint Honours (International)		
	BAJP	DC295	Bachelor of Arts: Joint Honours – <i>Politics</i>		
	BAJPI		Bachelor of Arts: Joint Honours (International)		
	GTEHSS	Various	HSS Graduate Training Elements		
SALIS/loE	BEDLAN	DC013	Bachelor of Education in Gaeilge and French, German or Spanish		<i>Currently chaired and administered by loE</i>
SALIS	ALTS	DC155	BA in Applied Language and Translation Studies		Dr Patrick Cadwell
	ALTSYA		BA in Applied Language and Translation Studies (International)		
	ALTSIN		BA in Applied Language and Translation Studies (Professional)		
	BSSCI/BSSCIN	DC238	BA in Social Sciences and Cultural Innovation	Martin Toal	
	BSSCII		BA in Social Sciences and Cultural Innovation (International)		
	MTS	DC615, DC738	MA in Translation Studies	Dr Joss Moorkens	
	MTT	DC700, DC731	MSc in Translation Technology		
MARI	DC663, DC666	MA in Refugee Integration			
Hist. & Geog.	MAHH	DC677, DC678	MA in History	Dr Daithí Ó Corráin	
	BCES	DC294	BA in Climate and Environmental Sustainability	Dr Darren Clarke	
Comms	CS	DC131	BA in Communication Studies	Chair: Dr Aileen O'Driscoll	

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School	DCU Programme Code	CAO / PAC Codes	Programme Title	Programme Chair 2021/22
				Deputy Chair: Dr Eileen Culloty
	JR	DC132	BA in Journalism	Dr Dawn Wheatley
	MMA	DC133	BSc in Multimedia	Dr Marcos Dias
	MAJ	DC600	MA in Journalism	Paul McNamara
	MAP	DC631, DC604	MA in Political Communication	Dr Alessio Cornia
	MSCM	DC605	MSc in Emerging Media	Dr Declan Tuite
	MSHC	DC606, DC607	MSc in Science and Health Communication	Dr Pádraig Murphy
	MSMC	DC614, DC642	MA in Social Media Communications	Dr Alessio Cornia
	MSCPR	DC674	MSc in Public Relations and Strategic Communications	Martin Molony
English	MAHCL	DC696, DC699	MA in Children's and Young Adult Literature	Dr Keith O'Sullivan
	MACW	DC784, DC785	MA in Creative Writing	Dr Darren McCann
Fiontar & Scoil na Gaeilge	GG	DC118	BA Gnó agus Gaeilge	Colm Ó Ciardubháin (to 22/10/21)
	GIMD	DC239	BA Gaeilge, Iriseoireacht agus na Meáin Dhigiteacha	An Dr Caoimhe Nic Lochlainn (from 23/10/21)
	GI	-	BA Gaeilge agus Iriseoireacht – <i>continuing students only</i>	
	MGBD	DC627	MSc sa Bhainistíocht agus Gnó Digiteach	Eoghan McConalogue
	MGTE	-	MSc i nGnó agus i dTeicneolaíocht an Eolais – <i>continuing students only</i>	
Theo., Phil., & Music	BATRS	DC300	BA in Theology and Religious Studies	Dr John Murray
	BATLE	-	BA in Theology and Lifelong Education - <i>continuing students only</i>	
	JZCM	DC014	BA in Jazz and Contemporary Music Performance	Cormac O'Brien
	MAETH	DC688	MA in Ethics	Dr Alan Kearns
	MAETCR	DC689	MA in Ethics (Corporate Responsibility)	
	MATHWR	DC693, DC694	MA in Theology and World Religions	Dr Joseph Rivera
	MATH	-	MA in Theology - <i>continuing students only</i>	
	MACS	DC664	MA in Choral Studies	Dr Róisín Blunnie
Law & Gov.	BCL	DC232	BCL (Law & Society)	Dr Aisling de Paor
	BCLYA		BCL (International) – <i>for Year 4 cohort from 2023/24</i>	
	BCLN		BCL (Clinical) – <i>for Year 4 cohort from 2023/24</i>	
	EPL/EPLN	DC230	BA in Economics, Politics and Law	Dr Eoin O'Malley
	EPLYA		BA in Economics, Politics and Law (International)	
	IR/IRN	DC231	BA in International Relations	Dr Erika Biagini
	IRYA		BA in International Relations (Exchange)	

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School	DCU Programme Code	CAO / PAC Codes	Programme Title	Programme Chair 2021/22
	MELP	DC697, DC698	MA in European Law and Policy	Dr Deiric Ó Broin
	GCELPS	n/a (S/board)	Graduate Certificate in European Law and Policy (Springboard)	
	MPP	DC648, DC649	MSc in Public Policy	
	GCPPS	n/a (S/board)	Graduate Certificate in Public Policy (Springboard)	
	IMSISS	n/a: Applications via UoG	International Master in Security, Intelligence and Strategic Studies - <i>Joint Award with University of Glasgow & Charles University, Prague</i>	Prof. Christian Kaurert
	MIR	DC608, DC609	MA in International Relations	Dr Caitriona Dowd
	MISC	DC629, DC630	MA in International Security and Conflict Studies	
	LLM	DC662, DC661	LLM	Dr John Quinn
Law & Gov./ Comms	MCC	DC669, DC679	MSc in Climate Change: Policy, Media & Society	Dr Diarmuid Torney
Law & Gov./ Computing	MDPPLC	DC786, DC787	MA in Data Protection and Privacy: Law and Computing	Dr John Quinn
	MDPP	-	MA in Data Protection and Privacy Law – <i>continuing students only</i>	

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11. USEFUL LINKS

HSS Faculty Intranet	https://www.dcu.ie/humanities-and-social-sciences/intranet
Faculty Schedule of Meetings	https://www.dcu.ie/humanities-and-social-sciences/faculty-committees
University Schedule of Meetings	https://www.dcu.ie/ovpaa/academic-council-sub-committees
HSS Programme Chairs	https://www.dcu.ie/humanities-and-social-sciences/teaching-learning-resources
DCU Programme Chairs (all faculties)	https://www.dcu.ie/https/www.dcu.ie/Chairpersons%20of%20Programme%20Boards%202020-2021
Office of VP for Academic Affairs (OVPA) <ul style="list-style-type: none"> • Academic Council • Education Committee • University Standards Committee • Graduate Studies Board 	https://www.dcu.ie/ovpaa
DCU Calendars and Timetables page	https://www.dcu.ie/registry/calendars-and-timetables
Timetables	https://www.dcu.ie/ovpaa/timetable-information https://opentimetable.dcu.ie/ [Programme, Module, Room] https://mytimetable.dcu.ie/ [Staff]
Guru	https://guru.dcu.ie/
IRIS	https://www.dcu.ie/iss/dashboard-iris
Marks and Standards	https://www.dcu.ie/ovpaa/policies-and-regulations
Programme Regulations	https://www.dcu.ie/ovpaa/policies-and-regulations
Student Recruitment	https://www.dcu.ie/studentrecruitment
Prospectus – Undergraduate	https://www.dcu.ie/courses#tab-99371-1
Prospectus – Postgraduate	https://www.dcu.ie/courses#tab-99371-2
Registry - Student Enrolment	https://www.dcu.ie/registry/admissions-registry
Registry - Student Awards (Exams Office)	https://www.dcu.ie/registry/examinations-office-registry-0
Registry Exam Regulations & Information	https://www.dcu.ie/registry/examinations-office-registry
Access Service	https://www.dcu.ie/access
International Office	https://www.dcu.ie/international
Course Builder / Akari	https://dcu.akarisoftware.com/curriculum/
Module Descriptors (web)	https://www101.dcu.ie/registry/module_contents.php
Progression and Award Board Schedules	https://www.dcu.ie/registry/calendars-and-timetables
Conduct of Progression and Award Boards	https://www.dcu.ie/sites/default/files/registry/pdfs/ConductofProgressionandAwardBoards2013.pdf
Examination Regulations	https://www.dcu.ie/registry/examinations-office-registry
Teaching Enhancement Unit (TEU)	https://www.dcu.ie/teu
Digital Learning Design Unit (DLDU)	https://www.dcu.ie/nidl/digital-learning-design-unit
DCU Policies A-Z	https://www.dcu.ie/policies/policies-a-z
DCU Academic Integrity and Plagiarism Policy	https://www.dcu.ie/policies/academic-integrity-plagiarism-policy
DCU Recognition of Prior Learning (RPL) Policy	https://www.dcu.ie/policies/recognition-prior-learning-policy-dcu
External Examiners	https://www.dcu.ie/ovpaa/external-examiners
Student Support & Development (SS&D)	https://www.dcu.ie/students
INTRA	https://www.dcu.ie/intra
Disability & Learning Support Service	https://www.dcu.ie/disability
Student Advice Centre	https://www.dcu.ie/advice
Counselling and Personal Development Service	https://www.dcu.ie/counselling

Faculty of Humanities and Social Sciences

12. ABBREVIATIONS

AC	Academic Council
ADTL	Associate Dean of Teaching and Learning
ADEE	Associate Dean of External Engagement
APR	Annual Programme Review
DLDU	Digital Learning Design Unit
EC	Education Committee
ECSC	Education Committee Standing Committee
ERC	Examination Review Committee (=PBERC)
FHSS	Faculty of Humanities and Social Sciences (=HSS)
FMB	Faculty Management Board
FTLC	Faculty Teaching and Learning Committee
HSS	Faculty of Humanities and Social Sciences (=FHSS)
OVPAA	Office of the Vice-President for Academic Affairs
PAB	Progression and Awards Board
PBERC	Programme Board Examination Review Committee (=ERC)
PG	Postgraduate
PGR	Postgraduate Research
PGT	Postgraduate Taught
PPR	Periodic Programme Review
SIS	Student Information System
SS&D	Student Support and Development
TEU	Teaching Enhancement Unit
UG	Undergraduate
USC	University Standards Committee