

## **Standard Operating Procedures for the Inter-institutional Mobility of Postgraduate Research Students (v4 Dec 2014)**

These procedures outline the steps to be taken to enable module delivery, student mobility and credit exchange for DCU postgraduate research students (PGR), and PGR students of DCU's partner institutions, who are undertaking a module(s) as part of a formally institutionally agreed (i.e. covered by a Memorandum of Understanding or other formal collaborative agreement), thematic, structured, multi-institutional graduate programme or DRHEA programme.

### **1. Procedure for non-DCU PGR students attending modules in DCU**

#### **1.1 Procedure for registration:**

- 1.1.1 Non-DCU ('visiting') postgraduate research students (PGR) students should seek the approval of their supervisor in their home institution before applying to the DCU module / programme co-ordinator to attend a module in DCU. Visiting students may only undertake DCU modules that are part of the agreed structure of the DRHEA / structured programme in which the student is participating.
- 1.1.2 On receipt of a request from a visiting student to attend a module(s) in DCU, the DCU module / programme co-ordinator will issue the visiting student with the R26H Registration Form and all the required details to complete the form.
- 1.1.3 The visiting student is responsible for completing the R26H form, to include the signature of their supervisor in their home institution, the signature of the DCU module / programme co-ordinator, the name of the programme, details of the module(s) for which they wish to register<sup>1</sup>, and dates for the full period of registration<sup>2</sup>.
- 1.1.1 The visiting student is responsible for submitting the R26H form, and any required attachments, in hard copy to the Postgraduate Student Enrolment section of DCU Registry at least 5 working days in advance of the start of the (first) module for which they are registering. Administrative fees are waived under inter-institutional collaborative agreements therefore no registration fee will apply.
- 1.1.4 On receipt of the R26H form, DCU Registry will manually register the visiting student (with their study period defined as "Visitor" in ITS) on the specified programme and for the specified module(s) as indicated on the R26H form. DCU Registry will then contact the visiting student with an instruction to collect their DCU student ID card and the details of their network account and email address<sup>3</sup>.
- 1.1.5 As the primary contact point for the visiting student, it is the responsibility of the DCU module / programme co-ordinator to communicate details of the module timetable, location, and other relevant information to the visiting student.

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<sup>1</sup> Visiting students may only register for modules that are part of their structured programme or the DRHEA disciplinary strand in which the student is participating.

<sup>2</sup> If the student is registering for more than one module, the period of registration indicated on the R26H form should commence at the beginning of the first chosen module and continue until the final chosen module has ended. If this period extends beyond one academic year students must register again at the start of each new academic year.

<sup>3</sup> During registration the visiting student's DCU email address will be added to the class email list and they will be granted Moodle access for the module(s) for which they are registered. It is recommended that the visiting student also register with the Library, and they are entitled to apply for student membership of the Sports Centre and The Hub Student Centre. They will have the same insurance cover as all DCU students for the period of their registration.

## **1.2 Procedure for credit recording & transfer:**

- 1.2.1 The DCU module / programme co-ordinator should process visiting students' assessment, and enter the results into the Anonymous Marking Exam Update System, as they would with any DCU student undertaking the same module<sup>4</sup>.
- 1.2.2 Visiting students' results will be reviewed at the Graduate Research Assessment Board (GRAB) in September each year, and processed at the subsequent Faculty Awards Board in October.
- 1.2.3 The Faculty should enter an Overall Results of 'P' in Exam Board Entry on ITS for visiting students' results that require approval at the Faculty Award Board for Research Degrees (FABRD). This will ensure that the approved visiting students will output on the broadsheet circulated at the board.
- 1.2.4 A DCU results transcript will be issued by DCU Registry after the Faculty Awards Board at which the results are considered (October each year). The transcript is sent in hard copy by mail to the student's postal address provided at registration.
- 1.2.5 It is the responsibility of the visiting student to ensure their DCU results are added their home institution record.

## **2. Procedure for DCU PGR students attending modules in institutions other than DCU**

### **2.1 Procedure for registration:**

- 2.1.1 DCU students must first seek the approval of their DCU supervisor to take a module in another institution, and must also be accepted by the host module / programme co-ordinator to attend the module in the host institution.
- 2.1.2 Normally, DCU students are registered as 'external' / 'visiting' students by the institution hosting the module(s)<sup>5</sup>. Details on the specific registration process to be followed are available on the [Graduate Studies Office website](#). Administrative fees are waived under inter-institutional collaborative agreements therefore no registration or module fee will apply.
- 2.1.3 Normally, the host institution will issue the DCU student with a temporary / visiting student card, insurance cover, and access to services & facilities including the local learning support tools associated with the module.

### **2.2 Procedure for credit recording & transfer of non-DCU results:**

- 2.2.1 The DCU student should submit module coursework to the host module / programme co-ordinator, as required, for assessment and recording of credits in the host student record system<sup>4</sup>.
- 2.2.2 Once the module results have been processed by the host institution, a transcript will issue to the DCU student, either automatically or on request (see Table 1 below). In terms of record keeping, the DCU student should then proceed as follows:
  - a) in the case of modules taken as part of a structured thematic programme:
    - i. The student should submit the transcript to their DCU module / programme co-ordinator.
    - ii. The DCU module / programme co-ordinator will confirm that the module result is part of the structured thematic programme and forward the transcript to their Faculty Office.
    - iii. The Faculty Office will generate a module in ITS corresponding to the external module and will enter the results to the student's record\*.
    - iv. The external module results will be processed at the next Graduate Research Assessment Board and Faculty Awards Board. All successfully completed

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<sup>4</sup> Under inter-institutional collaborative agreements for structured graduate programmes records of student achievement must be maintained by the institution delivering the module. All institutions are under obligation to generate a record of credit-bearing activity for visiting students.

<sup>5</sup> Currently, UCC does not register external / visiting research students.

modules will appear on the student's final DCU award transcript. Failed modules will not appear on the transcript.

or

- b) in the case of miscellaneous modules, or a module, as part of a DRHEA programme, students should keep the transcript for their own records e.g. in a portfolio - these results will not be uploaded to the student's DCU record and will not appear on their final award transcript<sup>6</sup>.

**\*Procedure for adding external modules to ITS:**

On receipt of an external transcript for a module that is part of a thematic programme taken by a DCU student:

1. The Faculty Office should send an academic structure for the external module(s) to Registry.
2. Registry will set up the module(s) on ITS<sup>7</sup> as a Graduate Training Element(s) and register the student for the module(s). Registry will confirm to the relevant Faculty Office when this process is complete.
3. The Faculty Office will add the result to the student record.

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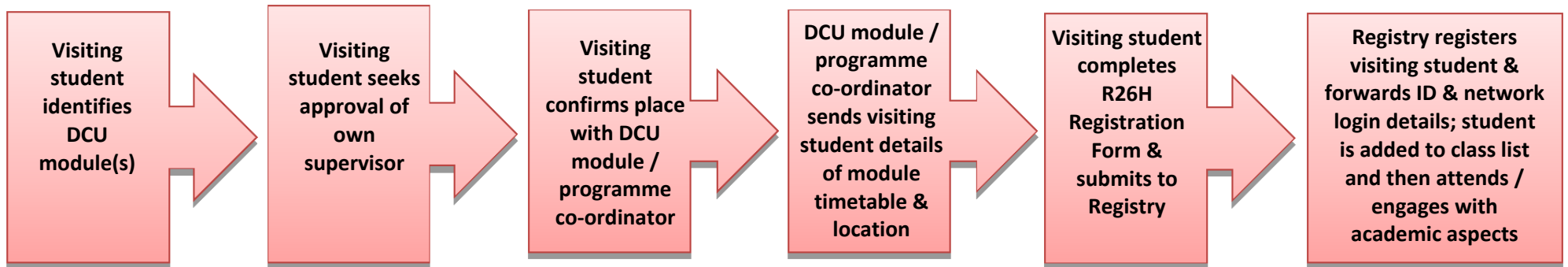
<sup>6</sup> Only those modules that are part of a structured thematic programme in which a student is participating will be recorded in the student's DCU record and appear on their transcript.

<sup>7</sup> Module codes assigned to external modules will use the host institution acronym and two digits, and the module name will be identical to the host institution module name and followed in brackets by the host module code e.g. "NUIG01 – Nanobiomaterials (CH508)"

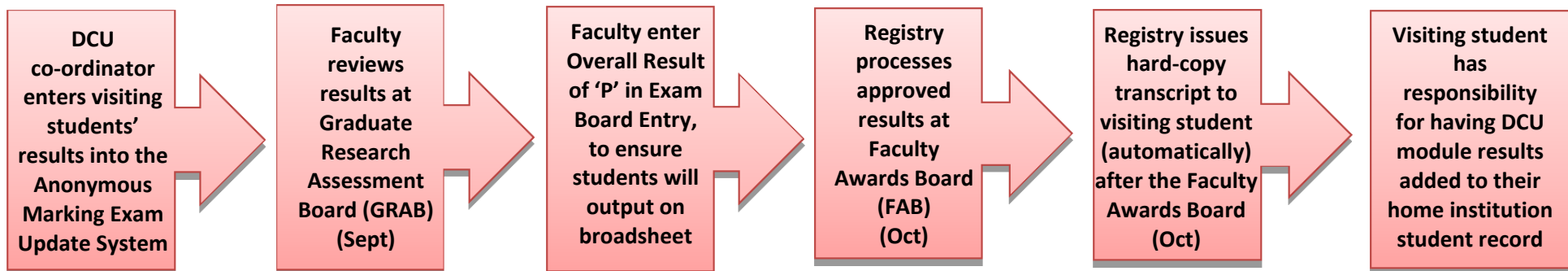
## SUMMARY OF INTER-INSTITUTIONAL MOBILITY PROCESSES FOR POSTGRADUATE RESEARCH STUDENTS

### Process for non-DCU PGR students attending modules in DCU

**Fig 1: REGISTRATION PROCESS**

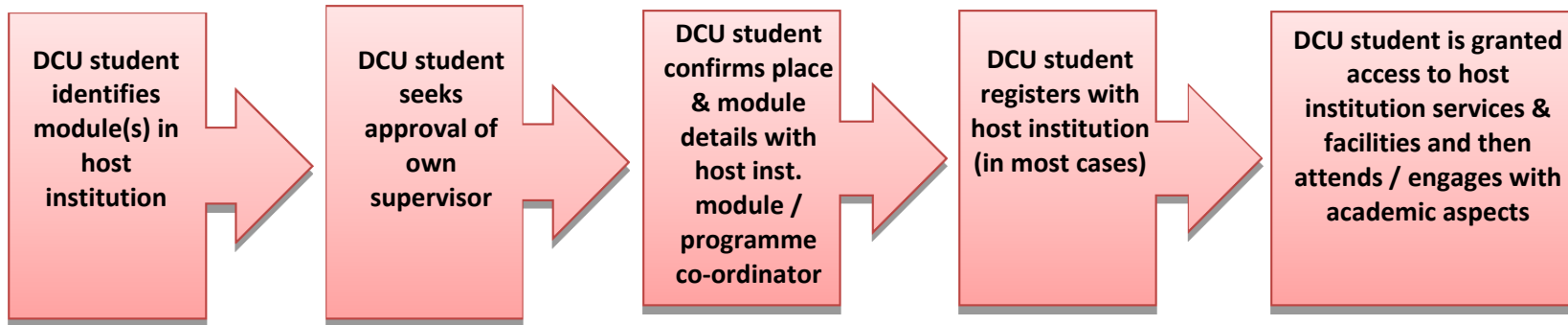


**Fig 2: CREDIT RECORD & TRANSFER ON MODULE COMPLETION**

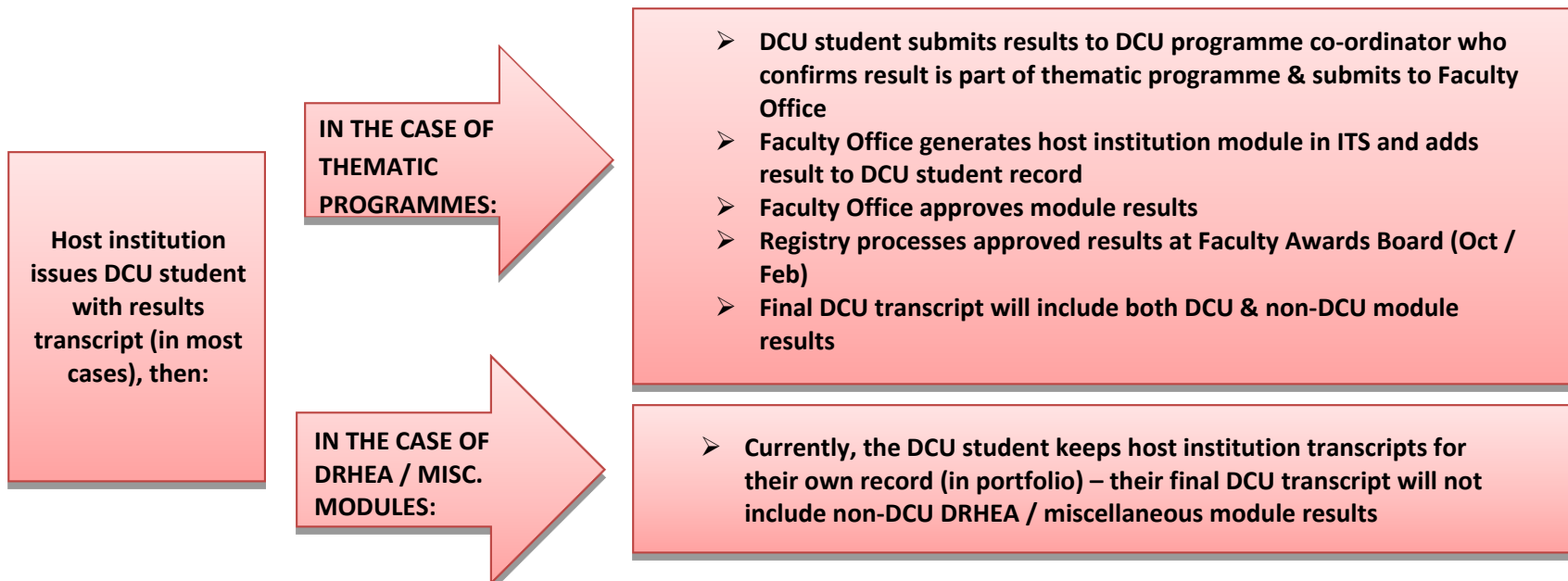


## Process for DCU PGR students attending modules in a host institution

**Fig 3: REGISTRATION PROCESS**



**Fig 4: CREDIT RECORD & TRANSFER ON MODULE COMPLETION**



**Table 1: Summary of IUA institutions' mobility processes**

<b>INSTITUTION</b>	<b>FEE</b>	<b>REGISTRATION PROCESS</b>	<b>STATUS OF INCOMING STUDENT</b>	<b>CREDIT RECORD &amp; TRANSFER</b>
<b>DCU</b>	No	Form to Registry	Visiting	Transcript issued to student automatically
<b>UCD</b>	No	Form to host coordinator; then register online	Occasional	Transcript issued to student on request
<b>NUIG</b>	No	Form to host coordinator	Visiting	Transcript issued to student on request
<b>NUIM</b>	No	Form to Student Records Office	Visiting	Transcript issued to student automatically
<b>UCC</b>	No	None*	None*	Letter detailing results forwarded to home institution*
<b>TCD</b>	No	Form to host coordinator	Visiting	Transcript issued to student on request
<b>UL</b>	No	Form to Student Academic Administration Office	Occasional	Transcript issued to student on request

*\*Currently under discussion with UCC*