

**Guidelines for use of Programme Regulations Template  
and information to be contained in each section  
2020-2021**

## **Formatting**

### **1. Main Headings on page one** (top of the page)

- Faculty name in small caps, Arial 16, grey font
- Programme Regulations in title case, black font and Arial 16
- Programme title, programme code and offered on full-time or part-time basis to be in table format, as per sample, All Arial 11 as per body of the programme regulations. Do not use punctuation for degree title e.g. BSc in, MA in
- Single return between each line of heading

### **2. Margins**

Margins: 1.5 at top and 2.54 for left, right and bottom headings

### **3. Body of Programme Regulations**

- Numbered headings to be in 11 Arial bold, e.g. **1. Programme Specific Regulations**
- Number and use a **hanging indent** for each paragraph as shown below
- Body of paragraph font 11 not bold
- **Five Core Headings are as follows:**
  1. **Programme Specific Rules and Requirements**
  2. **Derogations from Marks and Standards**
  3. **Progression**
  4. **Compensation**
  5. **Resit Categories:** Include a link to the programme academic structure, please note that for 2021 this link has changed to ensure the link points to the correct year.  
**Optional Heading**
  6. **Repeat Arrangements** (this is to be used where a restructuring has occurred and particular arrangements have to be put in place for repeating students)

#### 4. Sub headings

- If sub-headings are needed, please use *Arial 11 italics*, use number 1.1, 1.2, 2.1 etc
- If you don't require specific sub-headings there is no need to use them. Delete as appropriate.
- Do not underline headings
- Single space return after sub-heading

#### 5. Spacing throughout body of the document

Spacing should be **single** with **one** return between paragraphs in a section and a **double** return between sections.

#### 6. Lists

Where there are **lists of modules** to be included, please use the table format with headings in *11 Arial italic* (please see sample below).

#### 7. Referencing Marks and Standards

Marks and Standards only need to be quoted/referenced where there is a derogation.

## FACULTY OF SCIENCE AND HEALTH

### Programme Regulations 2020-2021

<b>Programme Title</b>	<b>BSc in</b>
<b>Programme Code</b>	<b>ITS Qual Code</b>
<b>Offered on a full-time or part-time basis</b>	<b>(insert either full-time or part-time)</b> <i>If regulations are different for full-time and part-time programmes publish two versions of regulations, one for full-time and one for part-time.</i>

**Note:** *Programme Regulations should be read in conjunction with Marks and Standards which can be found at <https://www.dcu.ie/ovpaa/Policies-and-Regulations.shtml>*

#### 1. Programme Specific Rules and Requirements

*Items which are contained in this section usually include:*

##### 1.1 Calculation for the Award Classification

*Details of precision mark contribution from previous years/study periods and/ or subject (module code and title to be provided) contributions to the final award classification*

The calculation of the final year award classification includes contributions from previous years' results as follows:

*Sample*

<i>Year/Subject contribution</i>	<i>Contribution to the award classification</i>
Year 1	10%
Year 2	20%

##### 1.2 Modules and credit weightings (Use only if it applies, otherwise delete)

*Where the subject/module weightings and credits do not tally for specific reasons this should be specified. Standardised wording to be used 'The precision mark is normally defined as the overall weighted average for the first full presentation of marks. Modules are normally weighted proportionately according to their credit value. As there are*

exceptions on this programme, listed below are the proportional weightings in percentage terms of every module for the calculation of the precision mark'.

(If this involves a two part-time programme, ensure that modules on year 1 are included if they contribute to the calculation of the award.

*Insert Table here as relevant*

<i>Module Code</i>	<i>Module Title</i>	<i>Module Weighting</i>	<i>Module percentage contribution</i>

### 1.3 *Monitored Attendance (use only if applicable)*

Attendance is monitored on the following modules:

<i>Module Code</i>	<i>Module Title</i>

### 1.3 *Module calculation (specific modules)*

There are modules on this programme where *the module mark will be calculated as the greater of (a) the weighted average of the continuous assessment percentage mark and the terminal examination percentage mark or (b) the terminal examination mark.*

The modules are as follows:

<i>Module Code</i>	<i>Module Title</i>

## 2. **Derogations from Marks and Standards**

Either insert 'Marks and Standards apply' **or** insert derogation using the following format

Name of Professional Body:

Detail of derogation, reference to the Professional body requirement (e.g. item 2.8 Teaching Council) and the reference to the paragraph in Marks and Standards, from which there is a derogation.

## 3. **Progression**

### 3.1 *Credits for Progression*

Students must have successfully completed a minimum of xx credits in a study period in order to progress to the next study period.

### 3.2 *Carrying modules into the next academic session*

Students will not be permitted to 'carry' modules under any circumstances.

Students will not be permitted to 'carry' modules except in exceptional circumstances<sup>1</sup> and subject to the approval of the Progression and Award Board and mode of delivery permitting.

**Or**

Under exceptional circumstances<sup>2</sup> and subject to the approval of the Progression and Award Board, students may be permitted to progress to the next year of study carrying 5/10 credits, where the following criteria are met:

**3.3 Exit Awards**

Upon completion of x credits students may exit with a ..... as indicated in the academic structure.

Where a student requests to exit a programme with a lesser award the following precision rules apply. Core modules, must be included in the calculation of the precision mark. When a student has completed more ECTS credits than needed for the award, any remaining credits required for the calculation of the precision mark will be selected from the remaining modules taken, using the best marks obtained. All marks used in the calculation of the precision mark will be the marks obtained at first attempt.

**4. Compensation**

*If postgraduate programme, Marks and Standards apply.*

*If undergraduate programme*

Compensation may apply, within the regulations specified in Marks and Standards, to all modules except the following:

<i>Module Code</i>	<i>Module Title</i>

The following lists modules, the credits for which may **not be counted for the application of compensation**:

<i>Module Code</i>	<i>Module Title</i>

**5. Resit Categories**

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<sup>1</sup> Where extenuating circumstances are to be taken into account, these must have been submitted by the student in line with normal procedure.

<sup>2</sup> Where extenuating circumstances are to be taken into account, these must have been submitted by the student in line with normal procedure.

The resits offered for the August examinations diet vary depending on the module to be re-taken. The following is an explanation of the resit categories. All modules except those specified below fall into category 1.

**Resit category 1:** A resit is available for all components of the module.

**Resit category 2:** No resit is available where the module is 100% assessed by continuous assessment.

*Please list category 2 modules (delete if not required)*

<i>Module Code</i>	<i>Module Title</i>

**Resit category 3:** No resit is available for the continuous assessment component and the examination must be re-taken.

*Please list category 3 modules (delete if not required)*

<i>Module Code</i>	<i>Module Title</i>

**OR**

*(delete section above if using the text below)*

The resit categories of modules on this programme and an explanation of those categories can be found at:

*(please insert appropriate ITS qualification code and year (=21)—example is of AP, Applied Physics)*

[https://www101.dcu.ie/registry/module\\_contents.php?function=4&programme=AP&yr=21](https://www101.dcu.ie/registry/module_contents.php?function=4&programme=AP&yr=21)

6. **OPTIONAL Repeat Arrangements** *(to be used when restructuring has taken place and specific arrangements need to be put in place for repeat students).*