

Standard for DCU Award Titles on Official Documents (Transcripts and Parchments)

Background

DCU Award Titles are outlined in Marks and Standards. Parchments are long standing documents which should withstand the ever changing nature of education, work, research and practice. National practice for titles had been to only include the Award title (eg BA, BSc). However in the recent past there has been some movement in the Irish University sector on this with the inclusion, in some cases of additional information relating to the discipline area.

It has been DCU's practice since it became a University to supplement the award title with some disciplinary information in order to further elaborate on the area of the award, for the information of both students and future employers (eg BSc in Computer Applications). The parchment in Ireland is supplemented by the transcript and the European Diploma Supplement which provides further detail on the programme, NFQ information, modules etc

Approved DCU policy is that detailed information below the level of Award and discipline area should not be included on the parchment. For example, streams and pathways, majors, minors, specialisms etc should only be on the transcript. There are different mechanisms to enable this on which Registry can advise.

There should be no more than two approved titles per Qualification ie Award Title and Programme Title.

GUIDE (FOR STAFF INFORMATION)

Award Title (for Parchment)

The Parchment title should be taken from one of the list of agreed titles in Section 1.2 of Marks & Standards. In some instances this is all that is required eg Professional Master of Education, Master of Business Administration. If a discipline area is required this can be added eg Bachelor of Arts in Accounting and Finance. Bachelor of Science in Computing.

Detailed description of a technology/subject area should, where possible be avoided

Brackets in award titles are not desirable and every effort should be made to reframe the title so that brackets are not required. If this is not possible, or for professional recognition purposes it is required, then brackets may be used exceptionally. The full title without abbreviations should be listed in any documentation submitted for approval eg Education Committee, Accreditation Board, etc.

All Level 8 Degrees are Honours Bachelors Degrees and should have (Hons) in the Parchment Title eg Bachelor of Arts (Hons) in Accounting and Finance. Level 7 Degrees are Ordinary Degrees and (Hons) does not appear on the Parchment.

Programme Titles (CAO, Internal Systems, Transcript)

Programme titles used for advertising programmes, CAO handbook, and on internal systems should reflect the Award title as closely as possible. There is scope for a greater level of detail here than in the Award Title. Internal Record systems currently permit a short (40 character) and a longer (130 character) version. Efforts should be made not to have overly long or complex titles. The award title section should use the abbreviation letters as outlined in Marks & Standards eg BA, BEd. Other abbreviations or shortening of words should be consistent with practice and can be advised on by Registry.

Pathways, Majors, or Streams should be set up on the SIS in accordance with agreed procedures. Registry can provide guidance on these procedures.

Registry

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