



EXAMINATION REGULATIONS

Registry
Dublin City University, Dublin 9, Ireland.

INTRODUCTION

This booklet contains the Examination Regulations of the University as approved by the third statutory Academic Council on 11th October 1989; it includes, in addition, all amendments approved by Academic Council subsequent to this date and up to the 06th June 2018. These Examination Regulations were originally approved for implementation in the academic year 1989/90 and subsequently. Appendix 2 was first approved by Academic Council in May 2016 and most recently in October 2016.

The information given in these regulations is intended as a guide to persons sitting examinations at Dublin City University and shall not be deemed to constitute a contract or the terms thereof between the University and a candidate or any third party, or representations concerning same.

Dublin City University is not responsible and shall not be bound by errors in, or omissions from these regulations; the University reserves the right to revise, amend alter or delete academic regulations at any time by giving such notice as may be determined by Academic Council in relation to such change.

CONTENTS

1. General Regulations
2. Registering for Examinations
3. Examinations Timetable
4. Admission to Examination Hall
5. Conduct During Examinations
6. Absence from an Examination
7. Illness During Examinations
8. Extenuating Circumstances
9. Provisions for candidates with a Permanent or Temporary Disability
10. Breaches of Examination Regulations
11. Communication of Examination Results
12. Approved Programme of Study Abroad
13. INTRA Placement
14. Appeals
15. Academic Integrity and Plagiarism
16. Appendix 1
17. Appendix 2

1. General Regulations

- 1.1 The award of any certificate, diploma, degree or postgraduate qualification shall be based on a candidate's performance in such examinations or other tests of learning or ability which have been approved by Academic Council for the programme of study and award concerned.
- 1.2 The term "examination" shall refer to the Final Assessment associated with a programme of study (not to continuous assessments occurring during such programmes and not to continuous assessment resits). Its form typically involves a written or oral examination, but may involve other forms such as assessment of laboratory exercises or coursework or project work, examination of dissertations or any such similar activity or academic exercise which may be approved or prescribed by Academic Council in respect of any programme of study.
- 1.3 Only registered students who have satisfactorily attended or otherwise pursued a programme of study approved by Academic Council and who have completed satisfactorily all programme requirements shall be admitted as candidates to the examinations or other tests of attainment.
- 1.4 It is the responsibility of each candidate to ensure that they are familiar with all relevant module and programme regulations and examination requirements. Students are responsible for ascertaining the correct dates, times and deadlines of examinations, continuous assessments and appeals.

2. Registering for Examinations

- 2.1 All students who are duly registered with the Registry of the University, who are in good financial standing with the University, who are not debarred from examinations for any reason and who fulfil the requirements set out in 1.3 above are automatically registered as candidates for their initial diets of semester examinations each year.
- 2.2 Candidates who are unsuccessful in their initial diets of examinations in any year and who are permitted by the relevant Progression and Awards Board to present for resit examinations in that year are required to inform the Registry of their intention to present for the resit examinations and pay the appropriate resit fee.¹ Candidates should normally resit failed modules at the next available opportunity
- 2.3 Information on resit examinations will be made available to candidates through their exam results page and the DCU website. Candidates for resit examinations are required to register and where appropriate, pay the fee by the specified date. A late fee will be charged following this date.

¹ Information regarding continuous assessment resits is available from the module co-ordinator. Students are not required to register or pay a fee for outstanding continuous assessment resits.

2.4 The University does not accept any responsibility for the sending or receiving of any communications through the post. It is the formal responsibility of each candidate to ensure that communication details are correct and that he/she is registered, where necessary, for resit examinations.

3. Examination Timetable

3.1 The Examination Timetable will be displayed via the DCU website. It is the candidate's responsibility to ensure that they are aware of the date, time and location of their examinations. The Examination Timetable will be displayed approximately three weeks in advance of the relevant examinations.

3.2 Each student will be allocated an examination number in advance of each diet of examinations. This will be displayed along with the examination timetable on the student portal page. Students should take note of this information for the examinations.

4. Admission to Examination Hall

4.1 Each candidate should be present fifteen minutes before the commencement time of an examination but should not enter the Examination Hall until requested to do so by the Invigilator.

4.2 No candidate may leave the examination during the first hour or during the last half hour

5. Conduct during Examinations

5.1 Candidates must have a current student identity card at all examinations. Candidates must leave their identity cards visible on their desks for the purpose of checking, without undue disturbance, after the start of the examination. Candidates failing to produce a current student identity card will be subject to an ID audit check. Candidates are charged per examination in accordance with the published schedule of charges for this ID audit check.

5.2 Impersonation is considered a very serious offence. In cases of impersonation, the impersonator and the impersonated are liable to permanent exclusion from the University.

5.3 Smoking is not permitted. No food is permitted in the Examination Hall.

5.4 Candidates are not permitted to have any items on their desk, other than items which have been expressly approved for use during the examination. In particular, candidates are not permitted to have a pencil case or equivalent on their desk. Notes of any kind are strictly forbidden in the examination hall.

- 5.5 Phones, electronic dictionaries, and any other electronic/digital devices other than a standard scientific calculator are not permitted in the examination hall. Clothing should not be used to conceal forbidden devices or materials.
- 5.6 Personal standard scientific calculators may be used except in circumstances where their use is expressly forbidden. Programmable or text storing calculators are not permitted. Candidates are required to record on their answer booklet the make and model of calculator used. It is the responsibility of each candidate to ensure that their calculator is in working order.
- 5.7 Each candidate will be assigned a designated seat number in advance of the examination. Candidates should sit at this specified seat, or an alternative at the request of the Invigilator. Seat numbers will be displayed on the student examination timetable and at the Examination Hall entrance. Candidates must not turn over the examination paper on the desk until requested to do so by the Invigilator.
- 5.8 The Invigilator will advise all candidates how to complete the cover sheet of the answer book. Candidates are requested to read the instructions on the cover sheet of the examination paper before starting work. It is the candidate's responsibility to complete the front of the answer book, including the examination number and ensure any flaps are properly sealed.
- 5.9 Candidates may not use dictionaries and other reference books or notes unless expressly approved by Academic Council through the relevant Programme Board. A list of such approved texts will be advised in advance by examiners. Reference materials listed in Appendix one will be supplied. These are the property of the University and, under no circumstances should they be removed from the examination hall. Candidates found in possession of these reference materials outside the examination hall will be deemed to be in breach of the Examination Regulations. Candidates may not bring their own reference materials into the examination hall unless specifically approved by the examiner in advance and noted on the front of the exam paper.
- 5.10 It is the responsibility of each candidate to ensure that he/she has an adequate supply of pens, pencils, ink, etc., required for an examination. The borrowing of such materials will not be permitted during an examination. Candidates may not bring blank paper into the examination hall. All paper will be supplied by the Invigilators
- 5.11 If, after reading the question paper, a candidate should wish to withdraw from the examination, he/she will not be allowed to do so until one hour after the start of examination.
- 5.12 Candidates wishing to leave the Examination Hall temporarily may not do so unless accompanied by an Invigilator. In any event, no person may enter or leave the Examination Hall without the Invigilator's permission. Candidates would not normally leave the hall temporarily within the first twenty

minutes of an examination and no candidate may leave within the last thirty minutes of the examination period.

5.13 A candidate must not, on any pretext whatsoever speak to or have any communication with any other candidate; such communications will be regarded as a breach of the Examination Regulations. If a candidate needs to ask a question or obtain an extra answer booklet, they should raise their hand and one of the Invigilators will attend to them.

5.14 At the end of the examination, each candidate must remain in their place until the Invigilator has collected their answer book(s), the answer books have been checked, and the Invigilator has announced that candidates may leave the Examination Hall. It is the responsibility of each candidate to ensure that their answer booklet(s) are handed to the Invigilator.

5.15 Invigilators are required to implement the examination regulations and candidates must comply with an invigilator's directions at all times.

6. Absence from an Examination

6.1 If a candidate is absent from the examination, a detailed explanation via extenuating circumstances form must be submitted to the Registry in accordance with the dates on the form, together with a medical certificate if the absence was due to illness. Details of all such absences shall be reported to the Chairperson of the Programme Board and subsequently to the relevant Progression and Award Board by the Registry.

7. Illness During an Examination

7.1 A distressed or ill candidate may be permitted to leave the Examination Hall temporarily during an Examination, accompanied by an Invigilator, and subsequently return to complete the examination, provided the continuity and quality of supervision is not affected. The Senior Invigilator may, following consultation with the Registry, and the Internal Examiner if deemed necessary, give a time extension to such candidate at the end of the examination equal to the period of absence, or arrange for such a candidate to complete the examination in a separate room under separate supervision.

8. Extenuating Circumstances

8.1 In respect of their performance in any examination or part of an examination (including deferred examinations) or assessment, each candidate shall bring any extenuating circumstances which may have affected their performance to the attention of Examinations Office in the Registry. Extenuating circumstances will be treated in the strictest confidence. Information about these circumstances will be disclosed to the Chairperson of the Programme Board and where absolutely necessary to other examiners. Extenuating circumstances form (R30) must be submitted to the Examinations Office in accordance with the dates on the form prior to the relevant Progression and

Awards Board Meeting. That Office shall inform the Progression and Awards Board which shall consider them in arriving at a decision on that candidate. Candidates should note that failure to notify the Board of extenuating circumstances which could have been brought to the attention of the Board prior to the Board reaching its decision may prejudice any subsequent appeal.

9. Provisions for Candidates with a Permanent or Temporary Disability

- 9.1 The Examinations Office in conjunction with the Disability Office offers facilities for students during examinations. Candidates who have a disability and may require additional services during their examinations should register with the Disability Service at the beginning of the Academic Session.
- 9.2 Candidates who have a temporary disability at exam time should contact the Registry Office directly, if possible, at least seven days before their examinations commence. A candidates request for additional provisions must be supported by a medical certificate. The Registry will endeavour to provide reasonable accommodations as far as practically possible.

10. Breaches of Examination Regulations

- 10.1 A candidate who is found to have unauthorised materials in their possession in the Examination Hall shall be deemed to be in breach of the Examination Regulations. Any written or printed materials not written on official answer books, including material written on the candidate's person, or electronic devices containing text, shall be considered to be unauthorised materials.
- 10.2 The unauthorised materials, together with the candidate's student identity card, shall be removed and retained by the Invigilators who shall make a written report to the Registry. The candidate may also be requested to attend Registry to discuss the contents of this report. The Registry will then report the matter to the Disciplinary Committee. The candidate shall be allowed to complete the examination.
- 10.3 The same procedure will be followed where a candidate or candidates is/are considered by the Invigilator to have copied or to have attempted to copy any material from each other.
- 10.4 Each candidate alleged to be in breach of the Examination Regulations shall be referred to the Disciplinary Committee in advance of the relevant Progression and Award Board meeting and a report from the Disciplinary Committee shall be placed before the Board. The report shall include the decision of the Disciplinary Committee which shall be implemented in full by the Progression and Awards Board.
- 10.5 In the event that it is impossible to arrange a meeting of the Disciplinary Committee before the Progression and Award Board meeting, the candidate's result shall be withheld until a Disciplinary Committee meeting has heard the case and made its decision.

- 10.6 A candidate found to be in breach of Examination Regulations may have all written examinations of that diet declared void. Such candidates may not be permitted to present for that diet of examinations until one year has elapsed
- 10.7 Any candidate disqualified because of infringement of Examination Regulations might not subsequently be eligible for consideration for an award with Honours, particular Honours classification, credit or distinction.
- 10.8 Other forms of assessment undertaken in that academic year may also be declared void if this is considered appropriate or necessary.
- 10.9 In addition to this/these recommendation(s) to the Progression and Award Board, the Disciplinary Committee may, at its discretion, impose other sanctions.

11. Communication of Examination Results

- 11.1 All examination results shall be subject to final confirmation by Academic Council.
- 11.2 Results are formally communicated to students, after the relevant meetings of the Progression and Awards Board, as indicated in the annual Academic Calendar. Students will be advised individually of their results online following each diet of examinations through the DCU website; the date of online publication will be regarded as the official date for promulgation of results. After final approval of both semester examination results by Academic Council, students will be provided with an individual statement of results
- 11.3 Results will also not be made available to students who have examination ID audits outstanding.
- 11.4 Following the online publication of results, students who have passed and are in good financial standing, may obtain their ranked place within their qualification on request from Registry.
- 11.5 No member of staff other than academic staff or authorised staff in the Registry may disclose details of results to candidates.
- 11.6 Examiners, or their nominee will be present during two days designated by Academic Council, in the week following the promulgation of examination results to meet students to discuss their results and permit students to view their scripts. This meeting will not prejudice students rights under Freedom of Information legislation.

12. Approved Programme of Study Abroad

12.1 Definition:

A programme of study at an approved university abroad constitutes an equivalent period of study at DCU on some of the University's degree programmes. The duration of such a programme of study will normally be the same as the academic year of the host university in question.

12.2 Eligibility:

Each candidate who has satisfied all the Academic and Examination requirements prior to the programme of study abroad will be eligible for that programme of study abroad.

12.3 Examination Procedures:

- a) Each candidate will be assessed in a range of modules, as approved by Academic Council, according to the normal examination procedures operating in the host University. Marks will be communicated through the appropriate university liaison tutor in the University, for consideration by the Progression and Award Board. Each candidate who fails the Approved Programme of Study will be required to sit Resit Examinations in the modules concerned.
- b) In view of different timings of the academic year in different countries, the following procedure will apply:
 - i. Where the results are available in time for the normal Summer Progression and Awards Board, they will be considered by that Board.
 - ii. Where results are not available in June the results of candidates who have passed will be ratified by the normal Autumn Progression and Award Board.
 - iii. Candidates who fail elements of the programme of study will be required by the Progression and Award Board to complete such assessment as is deemed appropriate.
 - iv. Each candidate whose approved programme of study includes a work placement will be exempted from certain assessed elements of University study, in accordance with the procedures agreed between this University and the host University.

13. INTRA Placement

13.1 Definition

Integrated Training (INTRA) is an element of some of the University's educational programmes. Integrated Training may be defined as the integration of academic study and classroom theory with practical and realistic work experience under which students develop an understanding of the professional and practical world of industry and commercial enterprises and a concomitant growth in confidence, maturity and human relation skills.

13.2 Duration

INTRA will normally take place during the third academic year of each programme. The specific arrangements for each degree will be as approved by Academic Council.

13.3 Eligibility

All students who have passed their second year final examinations and who are deemed to have progressed satisfactorily in their third year (as considered by the relevant Programme Board) are eligible for INTRA placement.

13.4 Examination Procedures

The schedule for University examinations and the issuing of results will be indicated in the annual Academic Calendar. Candidates who fail modules will be entitled to resist those modules at the Autumn resit examinations unless otherwise stated by the Progression and Award Board. Candidates should normally resit/repeat failed modules at the next available opportunity

13.5 Implementation of INTRA Regulations

- a) The above regulations are to be adhered to and all students will be required to complete their prescribed period of INTRA placement unless there are strong documented extenuating circumstances:
 - b) Students required to resist examinations under paragraph 13.4 above will not be entitled to request additional study leave from the company but they will be subject to an accrual of normal holiday entitlement, which they may allocate to study and examinations.
- 13.6 The only decisions which can be taken in regard to INTRA placement are 'Pass or 'Fail'. These decisions are the responsibility of the Progression and Award Board. Due to the timing of the end of INTRA placement in relation to the dates of Progression and Award Board, the decision to award a 'Pass' for INTRA can be taken by the Programme Board provided that their decisions are endorsed by Academic Council. A decision to 'Fail' a student

for INTRA must be taken by a Progression and Award Board. In case of University examinations such a decision must be confirmed by Academic Council.

13.7 The criteria with regard to each programme for passing or failing INTRA placements shall be contained in the relevant module descriptor.

14. Appeals

14.1 Regulations and procedures governing appeals are dealt with in the document “Examination Appeals Board” published on the Office of the Vice-President for Academic Affairs (Registrar) website.

15. Academic Integrity and Plagiarism

15.1 The University regulations on Academic Integrity and Plagiarism are governed by the separate DCU Academic Integrity and Plagiarism Policy published on the Registry website.

Date of Publication: 6th June 2018 – Thirteenth Edition

16. **Appendix 1:**

List of approved Reference material which will be provided by the University.

- Mathematical and Statistical tables
- Actuarial Tables
- The Bible
- Steam/ Thermodynamic Tables
- Physical Data tables
- Java Syntax
- Dictionaries (For exchange and occasional students only)

17. Appendix 2

Dublin City University Examination Timetabling Principles to be Adopted in the Academic Year 2016/17

The examination timetable will be drafted using the following principles:

- Examinations may be scheduled on any DCU campus although whenever possible consideration will be given to using the campus where the module is taught.
- Where it is necessary to conduct an examination in more than one venue, this examination will not normally be scheduled across more than one campus.
- No student will have more than two examinations scheduled in any one day and where possible, these examinations will be scheduled on one campus. Furthermore, a student will not be expected to take any more than five hours of examination in any one day*.
- Examinations for a programme of study may be scheduled on any day within the examination period specified in the academic calendar.

Registry

September 2016

Approved by Academic Council October 2016

* Excepting students with examination accommodations requiring additional time