Items that require UPB Approval

Submit PDARF forms to programmes@ucd.ie

🔄 Programme Changes

All programme change proposals that involve:

- Changes to collaborative taught programmes
- Introduction of collaborative elements to an existing taught programme
- Creation of an exit award for undergraduate and graduate programmes
- Introduction of non-standard admission requirements*
- Changes that would result in the addition of a new CAO (DN) entry code
- Addition of an existing degree/subject option to a UG programme
- Introduction of a pathway to an existing Masters' Programme (i.e. creation of a Graduate Taught Pathway Programme)
- Changes to the governance of a programme (transfer from one Governing Board to another)
- Proposals that change the degree award to a non-standard degree award (other than BA, BSc, MA, MSc, MPhil or PhD) or that lead to an award not listed in the University Awards Table (reg. 2.5)
- Changes that require Academic Council approval (e.g. changes to matriculation requirements
- Retrospective programme changes, i.e. after the commencement of the current intake term

Governing Board Approval

(Note: UMT approval is required for all new programme proposals)

⬇️

UPB Approval

⬇️

Actioned by UCD Registry

*See pages 3-5 of this document for further information on Entry Requirements (last updated October 2025)

🏷️ New Programmes

All proposals for new taught programmes that involve:

- Collaborative provision, such as Joint Awards, Double Degrees and Articulation Agreements
- Non-standard entry criteria*
- Establishment of a new undergraduate programme, including creation of a new stream within an existing undergraduate programme (considered a new programme)
- Creation of a new CAO (DN) entry code
- Establishment of Graduate Taught Pathway Programme
- Non-standard degree award (other than BA, BSc, MA, MSc, MPhil or PhD) or that lead to an award not listed in the University Awards Table (reg. 2.5)

⚙️ Derogations

All exceptions from the Academic Regulations require UPB approval as a derogation

Items that can be approved by Governing Boards

Submit PDARF forms to curriculum@ucd.ie

⟳ Programme Changes

Non-retrospective and in-regulation changes to existing programmes in relation to:

- Purpose, vision & values of the programme;
- Programmes outcomes
- Title change to major / minor
- Total overall credits for programme, major or stage
- Change to programme duration
- Change to programme level
- Newly created stage(s) of a programme
- Discontinuation of programme, major or minor
- Removal of an existing degree/subject option from a UG programme*
- Mode of programme delivery
- How credit may be accumulated to achieve the award, i.e. summary of core/option modules (contact your Curriculum College Liaison to make changes during CMS edit timelines. Refer to the Curriculum website for details on how to request changes outside of edit timelines)
- Opportunities for taking elective modules
- Admission criteria within standard parameters**
- Continuation/progression requirements
- Assessment / feedback strategies
- Award GPA rule
- Garda Vetting requirements

Governing Board Approval *(Note: UMT approval is required for all new programme proposals)*

⬇

Actioned by UCD Registry

*Admissions require a 2-year lead time for CAO handbook & prospectus updates
**See pages 3-5 of this document for further information on Entry Requirements (last updated October 2025)

🏷 New Programmes

All proposals for new programmes that **do not** involve:

- Collaborative provision, such as Joint Awards, Double Degrees and Articulation Agreements
- Non-standard entry criteria*
- Establishment of a new undergraduate programme, including creation of a new stream within an existing undergraduate programme (considered a new programme)
- Creation of a new CAO (DN) entry code
- Establishment of Graduate Taught Pathway Programme
- Non-standard degree award (other than BA, BSc, MA, MSc, MPhil or PhD) or that lead to an award not listed in the University Awards Table ([reg. 2.5](reg. 2.5))

⚙ Derogations

All exceptions from the Academic Regulations require UPB approval as a derogation

NFQ Level 9

	Standard Entry Criteria *As detailed below are approved at Governing Board Level and do not require UPB approval (applies to all level 9 awards*	Non Standard Entry Criteria *Require UPB approval*
Master's Degree/Professional Master's Degree Graduate Diploma Graduate Certificate Professional Diploma Professional Certificate Certificate of continuing Professional Development	• Minimum 2.1 or 2.2 award in an honours undergraduate degree NFQ Level 8 • An award below NFQ Level 8 or below the 2.2 classification (i.e the applicant is granted RPL for Admission). These should be assessed on a case by case basis • English language requirement (from the list of UPB approved recognised English language exams) • Pre-Masters Pathway • See Appendix 1 of standard supplementary admission criteria	Non-standard entry criteria are those outside of the parameters listed on the left and will require UPB approval

NFQ Level 8

	Standard Entry Criteria *As detailed below are approved at Governing Board Level and do not require UPB approval* *Admissions should be consulted or notified of any changes* *There is a min. one-year lead time to change any standard entry criteria*	Non Standard Entry Criteria *Require UPB approval* *There is min. two -year lead time to change non-standard entry requirements (where there is no impact to prospective applicants a shorter lead time may be considered e.g. Addition of a QQI FET award)*
Honours Bachelor's Degree	• QQI FET entry -addition or removal of modules required for an existing QQI -FET award • HECTAC- addition or removal of an accepted award to transfer via an existing approved HETAC route • Mature /Graduate entry -a change in non-academic requirements (e.g. a requirement for a reference or interview) • Supplementary Admission Requirements-see appendix 1	• QQI-FET -Addition or removal of a QQI -FET major award • HETAC-Addition or removal of a HETAC entry pathway • Mature/Graduate entry-addition or removal of an assessment exam (e.g MSAP, GAMSAT) or the addition or removal of Mature or Graduate entry as an entry pathway

	Standard Entry Criteria *As detailed below are approved at Governing Board Level and do not require UPB approval* *Admissions should be consulted or notified of any changes* *There is a min. one year lead time to change any standard entry criteria*	Non Standard Entry Criteria *Require UPB approval* *There is min. two -year lead time to change non-standard entry requirements (where there is no impact to prospective applicants a shorter lead time may be considered e.g. Addition of a QQI FET award)*
Honours Bachelor's Degree *Cont'd*	• Course specific - change of name of an existing degree option available within a degree programme *or* a change of major/minor combination available *or* recommending a subject grade for a particular programme *(e.g. H4 strongly recommended for non-beginners Spanish within DN520)* • Participation in an approved articulation link with a NON-EU HEI • Progression route from the UCD International Foundation Year	• <u>Open Learning /Access progression</u>- addition or removal of an Open learning or UCD Access progression route • A change in grade, subject or an additional academic requirement that is mandatory for entry to a programme • Addition of an existing degree/subject option • Addition of a new programme that requires a new CAO code -this includes Level 8 Graduate Entry Programmes • Agreement of a new articulation link with a NON -EU HEI • Addition of a mandatory entry requirement for school leavers (e.g the HPAT for entry to DN400 or the practical experience requirement for DN300)

NFQ Level 8 (cont'd)

	Standard Entry Criteria for the NFQ Level 8 awards detailed in column on the left *As detailed below are approved at Governing Board Level and do not require UPB approval*	Non Standard Entry Criteria *Require UPB approval*
Higher Diploma Diploma of Continuing Education University Certificate Professional Diploma Professional Certificate Certificate of continuing Professional Development	NFQ Level 8 degree or NFQ Level 7 degree or NFQ Level 7 Diploma with relevant experience or Minimum age may be required *(e.g. BBS)*	Non-standard entry criteria are those outside of the parameters listed on the left and will require UPB approval

NFQ Level 7		
	Standard Entry Criteria *As detailed below are approved at Governing Board Level and do not require UPB approval*	**Non Standard Entry Criteria** *Require UPB approval*
Certificate of continuing Education Professional Certificate Professional Diploma University Certificate University Diploma	Must have completed secondary education or equivalent evidence of experience	Non-standard entry criteria are those outside of the parameters listed on the left and will require UPB approval
NFQ Level 6		
Certificate of continuing Education Diploma of continuing Education	Any of the following may be requested - Interview - Written statement - Minimum age requirement	

Appendix 1

Standard Supplementary Admission requirements

- Garda vetting and/or comply with the UCD Relevant Offence Risk Assessment Policy
- Health Screening
- Interview/skype/Kira talent interview
- Writing sample
- Personal statement
- Portfolio submission
- CV requirement
- References
- Minimum work experience in specific related areas *(e.g. clinical, lab research or other)*
- Specific modules /specific course content from an undergraduate degree studied for a minimum duration *(e.g. two semesters of a specific subject)*
- Specific grades required in subjects
- Requirement of certain qualifications and/or recognition by professional bodies
  (e.g. the applicant must meet the requirements of the Teaching Council or must be listed on the live register for the Nursing and Midwifery Board of Ireland)

[1] *Minor editorial changes to this document may be made by Admissions, in consultation with the Chair of UPB*