Required Programme Information for Students

The following programme information shall be made available to students, as referenced in Management of Quality Enhancement of Academic Programmes.

Programme Summary Information
Name of programme and main award(s) attached
Programme Duration
ECTS
NFQ Level
Proposed commencement date
Full / Part – time
Delivery Mode (online, blended, face-to-face)
Professional, Statutory or Regulatory Body accreditation of programme (where applicable)

Links to information on TU Dublin, Faculty, School
Brief overview of TU Dublin
Brief overview of School / Faculty / location(s)
List of programmes offered within the School
Related programmes within the University

Overview of Programme
Programme Overview: Aims and Objectives
Programme Learning Outcomes using relevant NFQ award descriptor template
Graduate Attributes, including a generic statement on Graduate Attributes and how these are delivered within the programme/modules, or a tailored set of Graduate Attributes for the programme, and how these are delivered.
Transfer and Progression opportunities within TU Dublin and other HEIs
Awards including main and exit awards and associated arrangements
Collaborative Provision (where applicable) • Brief description of each partner and nature of relationship. • Roles and responsibilities of each partner. • Rights and entitlements of learners from each partner site.
Link to approved policy and provide further information as appropriate in relation to arrangements for the management of the programme including Discipline Programmes Board and student representation
Links to approved policies etc. in relation to arrangement for the Quality Assurance/Enhancement of the programme, including student evaluation system, external examiners, processes for annual programme enhancement and making changes to modules and programmes.
Employability Statement and graduate opportunities
Approach to Internationalisation, in relation to international students and the internationalization of the curriculum

Programme Schedule
Programme schedule (see schedule template provided in Appendix 1). Programme schedule is a table/diagram outlining the programme structure for each stage of programme, to include: - lecture/tutorial/laboratory/other contact hours and self-directed learning hours   - ECTS per module   - whether modules are Mandatory or Elective, or Stream-Specific Mandatory or Elective modules   - whether there is space for Free Elective modules   - any prerequisite modules   - semester one and semester two modules, or year-long modules   - module assessment breakdown by %.

Learning, Teaching, Assessment and other supports available
Learning, Teaching and Assessment approaches and activities including, for example, the Implementation of the First Year Framework for Success, with consideration of EDI matters
Approaches to supporting Student Engagement and Success, with consideration of EDI matters
Student induction and orientation
Information on the VLE and eLearning available to students
Assessment regulations, including standardised text here with link to approved regs: - requirements for progression from one stage of the programme to the next, or   - requirements for achieving the final award   - classifications of award and how award classification is calculated   - any approved derogations from the TU Dublin Assessment Regulations   - any programme specific requirements such as minimum thresholds of performance that might apply within module assessment components.
Professional / Regulatory body requirements, where applicable.
Schedule of assessment providing information on deadlines for the submission of assessments and on the receipt of feedback on assessed work.
Method(s) of providing feedback to students on their assessed work – what students should expect.
Assessment guidelines including marking rubrics
Guidelines on the submission of assessments, including academic writing and referencing guidelines, and academic authentication / academic integrity guidelines
Information on penalties that may apply for the late submission of assessments, and arrangements for absence from assessments.
Availability of module exemptions through the Recognised Prior Learning (RPL) process and how a student may apply for same
Programme-specific student supports that may apply, eg peer mentoring.

Book of Modules
Book of Modules

Additional Information
Contact details to include: Programme Coordinator Year Tutor Head of School School Administrative contact Lecturers associated with programme delivery
Protocols for communicating with staff/School
Protocol for behaviour in-class / online
Where School is located and programme delivered
Access to previous assessments including sample examination papers (weblink)

Other guidelines/handbooks that might be required (to be produced as separate documents)
Project / Dissertation Supervision Guidelines (if applicable) Project/Dissertation Guidelines, where applicable, should be presented as a separate document, to include the following as appropriate*: • Module Descriptor • Key Dates • Role of Supervisor • Role of Student • Record of Meetings, eg including a page for each meeting recording the date, materials submitted, progress, 'to do' for next meeting and date of next meeting • Pull-out page(s) as appropriate for Interim Progress Report(s), Report of unsatisfactory progress, Report of unsatisfactory attendance • Marking Scheme/Rubrics • Style, presentation and referencing requirements • FAQs.
Structured Work Placement / Practice Education Guidelines (if applicable) Information on Structured Work Placement / Practice Education, where applicable, should be presented as a separate handbook. In addition to the module descriptor the following information should be provided: • Rationale for the placement; • Benefits of the placement; • Roles & responsibilities of the key personnel involved in the placement, *e.g.*, student, TU Dublin supervisor, external supervisor, placement coordinator, *etc.*; • Method of selecting placements and assigning students to placements; • Code of conduct expected of students whilst on placement; • Fitness to Study / Fitness to Practice Policy requirements to be complied with in order to be eligible to participate in placement (This also needs to be clearly specified on entry material) • Support provided to students on placement • Procedures for reporting and dealing with problems that may arise during placement; • Alternative arrangements for students in the event that a placement is not available; • Details of impact on award if student does not successfully complete placement; • How students are prepared for placement, in Guidance on preparation of CV and interview

techniques; Clarity on special obligations which may apply in relation to legal, ethical, or confidentiality issues; Guidelines on general health and safety in the workplace; Guidelines on relevant insurance arrangements;

- Detail on the assessment of the placement;
- Templates for student learning logbook / technological supports provided to enable student record the competencies / learning acquired on placement.
- Opportunities provided to students post placement to reflect on learning and provide feedback.

Study Abroad Guidelines (if applicable)

Information on Study Abroad, where applicable, should be presented as a separate handbook. It should include details of any mobility opportunities that may be available and the application procedure for students to apply to avail of these opportunities. A student mobility pre-departure pack should be provided to all students who apply for a mobility opportunity. The student mobility pre-departure pack should include the following:

- What students need to do before they leave
- What students need to do whilst on the mobility experience
- What students need to do when they return from the mobility experience
- A mobility checklist and documents that need to be completed, including a learning agreement
- Advice for students who encounter any difficulties with the relevant contact details for staff in both TU Dublin and the partner Institution.

Links to all relevant TU Dublin supports, services, rules, regulations and other information of interest.