**Single Module Certificate Approval Form**

This form is used to propose already approved modules, currently being delivered within the curricula of a programme or programmes, as Single Module Certificates leading to a Minor, Supplemental or Special Purpose Awards.

For more details on the use of this form, please see Section 8.7 of the [Programme Validation Process](https://www.tudublin.ie/media/website/explore/about-the-university/academic-affairs/documents/Approved-Programme-Validation-Process-23June2021.pdf).

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| **Section 1 – Module Information** |
| Module Code | Module Title | ISCED Code | Associated Programme(s) Code(s) | NFQ Level of Module | Award Title[[1]](#footnote-1) | Award Class | Pre-requisite modules and/or Entry Criteria | Fee | Financial and Resourcing Arrangements[[2]](#footnote-2) |
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| **Section 2 – Approval of Financial Information** | (To be completed by Faculty Finance Business Partner) |
| By signing this form, you are confirming:* The Single Module Certificates can be delivered within the University’s existing resources or the proposed additional income from the fee justifies the allocation of additional resources;
* The proposed fee rate is consistent with the relevant University’s fees and income policies.
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| **Signature of Finance Business Partner**  |  | Date: |

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| **Section 3 – Approval of School** | (To be completed by Head of School) |
| By signing this form, you are confirming that the modules listed above can be delivered as Single Module Certificates, that the School has approved the stated financial and resourcing arrangements and that the fee will cover any additional costs to deliver the module as a Single Module Certificate. |
| **Signature of Head of School**  |  | Date: |

Signed form should be submitted to the Vice-Dean for Education.

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| **Section 4 – Approval of Faculty** | (To be completed by Head of School) |
| By signing this form, you are confirming that the modules listed above can be delivered as Single Module Certificates and added onto the University list of qualifications as minor, special purpose or supplemental awards.  |
| **Signature of Vice-Dean for Education** |  | Date: |

Signed form should be submitted to Academic Affairs.

1. This can be different to the module title and must align to the [University Nomenclature Policy](file:///C%3A%5CUsers%5Cbrian.bowe%5CDocuments%5CUniversity%20Academic%20Affairs%5CQuality%20Framework%5CTemporary%20Folder%5CDrafts%5CForms%5CLink_not_active). [↑](#footnote-ref-1)
2. Relevant where delivery is in addition to the module delivery as part of an existing programme. [↑](#footnote-ref-2)