

**TU Dublin**

**Student Handbook**

**Academic Year**

**2023/24**

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| **Part 2: Welcome**  General introduction to the School and Programme  Welcome from Head of School, Programme Co-ordinator  and Year Tutor, to include:   * Brief overview of TU Dublin * Brief overview of School / Faculty / location(s)\* * List of programmes offered within the School\* * Related programmes within the University\* * Contact details to include Programme Co-ordinator, Year Tutor,   School Operations Lead and other contacts that may be relevant   * Lecturers associated with programme delivery * Protocols for communicating with staff/School * Protocol for behaviour in-class / online.   *\** Can be links to TU Dublin website  Programme Summary information, to include:   * Name of programme and main award(s) attached * Programme Duration * ECTS * National Framework of Qualifications (NFQ) Level * Proposed commencement date * Full / Part – time * Delivery Mode (online, blended, face-to-face) * General introduction to the programme and to the specific   year of study, including programme award title and NFQ level,  where School is located and the programme delivered if  face-to-face.   * Details of Professional Body accreditation of programme   and any Professional, Statutory or Regulatory Body  requirements that might apply.  **Part 3: Programme Overview**    Overview of Programme, to include:   * Programme Overview: Aims and Objectives\* * Programme Learning Outcomes using relevant NFQ award-type 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 final award(s), exit awards available, 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 Programme 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.   \* May be downloaded from the Programme & Module Catalogue.    **Learning, Teaching, Assessment and Supports, to include:**   * 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: * 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 * Access to previous assessments including sample examination papers (weblink) * 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.   \* May be downloaded from the Programme & Module Catalogue.  Programme Schedule (available from the Programme & Module Catalogue):    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 %.   This should also include a caveat that information may change through the programme/module change process.  **Part 4: Book of Modules**  (Available via the Programme & Module Catalogue)  All information relevant to students and student services is.   * Current approved module descriptors for each stage of programme including mandatory and elective modules available to students.   **Part 5: Additional Documentation**    The following can be provided separately to students, as required. Links to these documents can be provided within the Programme & Module Catalogue.  Project/Dissertation Supervision Guidelines All information relevant to students and student services is available on the TU  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, e.g. 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 Handbook All  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 Handbook All. The information provided below provides links to the website to ensure you can access the**  This 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. |

**Programme schedule by year**

# **Programme schedule by year/stage**

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| **Module title** | **Module Code** | **ECTS** | **Mandatory**  **Elective** | **Weekly hours** | | | | **Assessment** | | **Prerequisite/**  **co-requisite** |
|  |  |  |  | Lecture | Lab /practical | Tutorial | Self Directed  learning | Continuous  Assessment % | Exam % |  |
| **Semester One** | | | | | | | | | | |
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| **Semester Two** | | | | | | | | | | |
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\*Where a programme has streams, stream-specific core and options should also be listed\*