

**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 websiteProgramme 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.
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**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 Directedlearning | ContinuousAssessment % | 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\*