New Micro-credentials

Prior to completion of Micro-credential Proposal Form (MCPF), the school completes the online Module Code Request Form for a new **Micro-credential:** TU Programme Code / Module Code request form.

For the purposes of set up on Banner, each school has an umbrella TU code for Micro-credentials.

Validation Process

1. School completes a Micro-credential Proposal Form (MCPF) and submits it to Faculty Board for approval. **On Externally Funded Applications:** It is highly recommended that if a new programme is being submitted for external funding, the MCPF should be submitted to Faculty Board for approval prior to the submission of the application for funding.

2. The Micro-credential is developed by the School on the Programme and Module Catalogue (PMC) and the module is tagged as available as a Micro- credential in PMC via Modality screen (See Modalities.pdf).

3. The Module Descriptor is submitted to the Faculty Board (or to AQEC) for approval. To reduce approval time, the Micro-credential Module Descriptor may be submitted to Faculty Board along with the Micro-credential Proposal form (Step 1).

4. Once approved, the school notifies Programme Data (programmedata@tudublin.ie) and includes the name(s) or the lecturer(s) assigned to the module so that the Micro-credential can be set up on Banner. The Curriculum Management Team notifies Recruitment, Admissions & Participation, Timetabling and the Library.

5. The Micro-credential is noted at the next University Programmes Board meeting.

Transitioning of existing validated modules to Micro-credentials

1. Where the module has previously been offered as a stand-alone programme or single module certificate, the existing programme or module code can be used, unless there are significant changes in the transition to Micro-credential.

2. The Micro-credential is per the Module Descriptor on the PMC, and the module is tagged as available as a Micro-credential (see Modalities.pdf). The school also submits the Micro-credential Transition Form (MCTPF) to AQEC and/or Faculty Board for approval.

3. Once approved, the school notifies Programme Data (programmedata@tudublin.ie) and includes the name(s) or the lecturer(s) assigned to the module so that the Micro-credential can be set up on Banner. The Curriculum Management Team notifies Recruitment, Admissions & Participation.

4. The Micro-credential is noted at the University Programmes Board

Procedure for Issuing Micro credentials

To provide confirmation of successful completion of Microcredentials to students,

1. All student marks should be entered by the relevant lecturer to Faculty Grade Book.

2. Module Assessment Boards should be completed as outlined in Section 7.1 of the Assessment Regulations for Taught Programmes.

3. Successful students should be provided electronically with a transcript of results which demonstrates completion of the relevant module(s) and a Microcredetial PDF statement.

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