

## **Appendix 13: Policy and Procedure for Approved Programme Schedules**



### **Background and Context**

Where a programme of study leading to a recognised award is validated either by South East Technological University Carlow by virtue of the Authority delegated to it by QQI (Quality and Qualifications Ireland), by the QQI or some other competent authority, or under a joint awarding agreement between South East Technological University Carlow and another approved awarding body<sup>1</sup>, the programme of study shall then be duly accredited in accordance with the conditions attached to the Certificate of Programme Accreditation. Then the provisions of the Schedule for that programme, so approved and accredited, shall be referred to as the Approved Programme Schedule (APS). The APS gives information such as, the title and type of award, the effective date of the current validation for the programme of study and the number of stages (years) leading to the award and the special regulations pertaining to each stage of the said programme. Special regulations shall also include information relating to joint award programmes. The level on the National Framework of Qualifications that the award is placed at, the programme/award credits required, details of the mode/s of delivery and indicative teaching hours per learner per week shall also be stated on the APS.

### **Purpose and Scope**

#### **2.1 Special Regulations**

The provisions of the APS are deemed to form part of the Academic Standards and Assessment Regulations of South East Technological University Carlow. Any special regulation, including information on joint award programmes, which is indicated in the APS is deemed to apply to the delivery, assessments and examinations relating to that programme of study, notwithstanding any provision to the contrary in the Academic Standards and Assessment Regulations provided, the referred to special regulations comply with the Sectoral Conventions for Assessment (Part 3 of Academic Standards and Assessment Regulations). No such special regulation shall apply unless the accrediting body has adopted such regulations and incorporated them in the Certificate of Accreditation in relation to the programme of study concerned.

#### **2.2 Programme Stages**

Each Programme of Study leading to a recognised major award consists of at least one stage or year. Each full stage shall consist of at least 60 credits. A stage consists of modules each usually assigned component credits totalling at least 60 credits for

<sup>1</sup> As specified for under Section 51 Qualifications and Quality Assurance (Education and Training) Act 2012.

the stage. The final stage leading to a major award is known as the award stage. For minor, supplemental and special purpose awards the number of credits on the APS may be less than 60.

## **2.3 Examination Modules**

The APS for each approved programme of study sets out the approved examination programme modules. An examination programme module may consist of one or more component modules. Where an examination module consists of more than one component module, these may be examined separately and the marks/grades scored in the component modules are then aggregated to determine the learner's overall performance in the Examination module.

Examination modules are categorised as Mandatory, Elective, Group Elective and Optional and the following provisions apply to the various categories as follows;

**2.3.1** Mandatory –Each learner shall present and pass in **all** mandatory examination modules.

**2.3.2** Elective – Each learner shall present and pass in a prescribed number of elective examination modules. The number of elective examination modules required is prescribed in the APS.

**2.3.3** Group Elective- where the structure of a programme of study includes several elective examination modules each learner shall present and pass in the required number and combination of group elective examination modules as set out and prescribed in the APS.

**2.3.4** Optional – In some programmes it is possible for a learner to take an extra optional examination module at any stage of the programme. These optional modules shall not have a credit weighting and performance in an optional examination module is not taken into account in determining a candidate's overall GPA result for a stage however the result is recorded on the Examination Broadsheet and the learner's transcript of results.

## **2.4. Marks, Allocation & Weighting**

The maximum mark for each examination module and the allocation of marks to each component module and to each examination element is prescribed in the APS. The maximum mark in each examination module is deemed to be 100 marks, unless the contrary is expressed, and the minimum pass mark is assumed to be 40% of the maximum marks available for the examination module. In any case where the APS provides for a minimum pass mark other than 40% of the maximum marks available, that minimum pass mark shall be clearly stated as a special regulation.

Academic Standards and Assessment Regulations  
<http://www.itcarlow.ie/resources/quality/quality-policies-procedures.htm>

The allocation and weighting of marks as between various examination modules and as between the various elements and components within the examination modules are designed to ensure that the programme learning outcomes are properly reflected and realised in the application of pass grades, pass by compensation grades and in the calculation of eligibility for pass with merit, distinction and honours, where applicable.

## **2.5. Information to Learners**

Learners shall be reminded of the relevant assessment regulations, including any special regulations that pertain to the programme of study that they are registered on, and of their obligations and entitlements from time to time. The required information shall be accessible to the learner via the web and/or in the Learner Handbook and/or other Programme Assessment guidelines.

### **Review**

South East Technological University Carlow, through Academic Council and the relevant Academic Council Committees, shall review this policy on an annual basis in line with external regulations and guidelines and also to align it with internal policy changes as deemed necessary to ensure that the policy content is current and is fit for purpose.

## Proposed Programme Schedule

(Please refer to South East Technological University Carlow's Policy & Procedure: Approved Programme Schedules

<http://www.itcarlow.ie/resources/quality/quality-policies-procedures.htm>)

<b>Award Title:</b>					
<b>For Minor / Special Purpose Awards – Parent Award Title:</b>					
<b>Area of Specialisation:</b>					
<b>Award Type:</b>		<b>NFQ Award Level:</b>		<b>EQA Award Level:</b>	
<b>Total Stages in Programme:</b>		<b>Programme Stage:</b>		<b>Semester (if applicable):</b>	
<b>Total Duration of Programme:</b>		<b>Learning Modes (FT, PT, ACCS, Col/JA):</b>			

	Full Title of Examination Module	Status (Mandatory/ Elective)	Credits	Contact Hours Per Week	Component Marks				
					Continuous Assessment	Project	Practical	Final Exam	Maximum
1.									
2.									
3.									
4.									

\*Please note that on the Banner printed APS, modules will appear as per the CRN sequencing and not as per the broadsheet sequencing.

**Special Requirements:**

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