

## Information Sheet – Admissions

This information sheet provides some basic principles in relation to **admissions** and the admissions process for collaborative programmes.

### Collaborative Programme Basics: the programme approval mechanism

The **Programme Development, Approval and Review Framework (PDARF)** provides the relevant information for supporting programme development, including collaborative programmes, within the University (see <https://www.ucd.ie/registry/staff/registryservices/curriculum/programmeapprovalpdarf/>).

All collaborative programmes must be approved through the normal routes for new programme approval. The relevant forms for collaborative programmes include Global Partnerships Proposal Form - Strategic Case, PDARF2, PDARF3 and PDARF4, and where a collaboration is being introduced into an already existing programme, PDARF7 is to be used in place of PDARF2 and PDARF3. All of the forms are available at the above weblink.

All forms must be completed and submitted to the relevant College Executive and/or Governing Boards, as well as the University Management Team (UMT) where appropriate in accordance with the procedures outlined in the PDARF approval process.

Collaborative Programme Directors should list as much detail as possible about the collaborative programme on these forms – all of this information is critical for ensuring that the University can support the programme effectively.

### Admissions

The following key principles apply to the process for admission of students onto collaborative programmes:

- The relevant Governing Boards are responsible for determining the admission criteria for the programmes for which they are responsible.
- For **taught collaborative programmes** – information about arrangements relating to the admission of students to collaborative programmes can be obtained from the Admissions Tutor(s) in the respective School(s) (for graduate taught programmes), and College(s) and UCD Registry – Admissions (for undergraduate programmes).
- For **undergraduate collaborative programmes** – the determination of admission criteria, or changes to existing admission criteria, should be made by the relevant Governing Board, in consultation with the Admissions Officer. The recommendations must then be submitted to
- For **graduate collaborative programmes** – the determination of admission criteria, or changes to existing admission criteria, should be made by the relevant Governing Board, in consultation with the relevant Admissions Tutor(s).
- It is a common feature of **collaborative graduate programmes** that a cross-institutional management committee is established to oversee the programme. This management committee may be responsible for jointly agreeing admissions criteria, as well as reviewing individual applications to the programme(s) for which it is responsible. In such instances, it is important that, as and when such a management committee makes such decisions, these decisions are routed back through the appropriate channels within UCD (Governing Board and Registry - Admissions).
- This requirement also applies in instances where there may be a central office which supports the programme management committee, or when a single institution within a collaborative consortium assumes the responsibility of 'lead' institution.
- Where a student is admitted to a collaborative programme and their designated 'home' institution is not UCD, it will be necessary for the student's 'home' institution to share data about each student with UCD such that the student is

registered correctly during any period in which they are studying in UCD. This can best be facilitated by the sharing of student information at the point of admission, via UCD's representative on the programme management committee.

- Depending on the nature of a particular collaboration, and often in the case of joint degree award programmes, the partners may wish to develop a single portal for admission of students. This can be achieved through development of a single website that has information and logos and other advertising material for all the partners to the collaboration. It is normally the case, that one institution will take the lead in managing this single portal for admissions. The joint, front-facing portal may then be linked to the admission system of the lead institution. As and when the lead institution receives applications, it may then distribute these to the relevant cross-institutional management committee to facilitate evaluation and decision. As stated above, in such instances, it is important that, as and when such a management committee makes such decisions, these decisions are routed back through the appropriate channels within UCD (Governing Board and Registry - Admissions).