

Standard Operating Protocol

SOP Reference	Interim Management of the Process for Approval of Entry Requirements for Postgraduate Programmes
SOP Author	Áine Flynn
Last reviewed/updated	April 2022
SOP Details	<p>This is an Interim arrangement pending the completion of Phase 2 of the Curriculum Management System (CIM Programmes). In due course it is anticipated that the management of entry requirements will be subsumed into CIM programme processes.</p> <p>Changes to entry requirements cannot take place mid recruitment cycle. For example, if you want to change the entry requirements for a programme with an expected intake in September 2023, you must ensure that the changes to the entry requirements are approved before 1 October 2022.</p> <p>An MM1 form is no longer used for changes to existing entry requirements.</p> <p>This process does not include changes to English Language Entry Requirements. Changes to English Language Entry Requirements are completed via an agenda item at Academic Board following consultation within the respective College.</p>
Approved by	Recruitment and Admissions and Academic Programmes and Regulations

Amendment History

Version	Date	Author/s	Amendment Details
1	28-04-22	Áine Flynn	


Procedure: Changes to Existing Entry Requirements

Timeline	Activity	Related resources	Software
Step 1:	The proposer of the change (usually the Programme Director) submits the attached short form to the Graduate Studies Office (GSO).	Changes to Existing Entry Requirements	Microsoft Forms
Step 2:	The Head of GSO reviews the appropriateness of the change to the entry requirements and consults with colleagues including, Admissions staff in GSO and International Office (IO), the UCCApply Support Team, the Head of Student Recruitment, and the programme team as appropriate.		

Step 3:	The Head of GSO emails consolidated feedback to the Programme Director.		Email and excel file
Step 4:	Having reviewed and considered adoption of this advice the Programme Director submits the revised entry requirements to their respective Department/School for approval. The Department/School considers the proposed amendment and if approved, sends the proposed amendments to College-level for approval.		Email and excel file
Step 5:	When formally approved at College-level, the College Office emails the Head of GSO confirming that the amendments have been approved along with the exact wording of the approved amended entry requirements.		Email and excel file
Step 6:	The Head of the GSO ensures implementation of the change to the entry requirements within Recruitment and Admissions including the updating of the prospectus.		Online Prospectus, UCCApply

Procedure: New Entry Requirements

Timeline	Activity	Related resources	Software
Step 1:	In order to complete the Entry Requirements section of the Full Programme Proposal form (FPP) the proposer of the new programme submits the attached short form to the Graduate Studies Office (GSO).	Entry Requirements for New Programmes	Microsoft Forms
Step 2:	The Head of GSO reviews the appropriateness of the proposed entry requirements and consults with colleagues including, Admissions staff in GSO and International Office (IO), the UCCApply Support Team the Head of Student Recruitment, and the programme team as appropriate.		
Step 3:	The Head of GSO emails consolidated feedback to the proposer.		

<p>Step 4:</p>	<p>Having reviewed and considered adoption of this advice the proposer enters the text of the entry requirements into the relevant section of the Full Programme Proposal form (FPP).</p> <div data-bbox="327 421 1193 779" style="border: 1px solid black; padding: 10px;"><p style="text-align: center;">11. ENTRY REQUIREMENTS - POSTGRADUATE PROGRAMMES</p><p><i>The process and form for proposing entry requirements for new postgraduate programmes can be found here. Consultation with the Graduate Studies Office is required in advance of submission of the FPP for approval. Once entry requirements text has been finalised with the Graduate Studies Office insert text below.</i></p><div style="text-align: center; height: 40px;"></div></div>		
-----------------------	--	--	--

Appendix: Example of a change to an existing entry requirement

Columns A-E inclusive are completed by the proposer via the form. The Head of GSO converts this into a spread sheet and adds columns F G H and I. The Head of GSO consults with stakeholders and completes columns F and G and emails the spreadsheet to the proposer. After internal Department/School consultation the proposer/relevant person inserts the agreed text in column H and emails the spreadsheet to the relevant person at College-level. Once College-level agree the text they insert same in column I and the relevant committee/person then emails the spreadsheet to the Head of the Graduate Studies Office who ensures that the changes are implemented by Recruitment and Admissions, including the updating of the prospectus.

A	B	C	D	E	F	G	H	I
Title of Programme	Which intake will be impacted? E.g. the amended entry requirements will impact those entering from Sept 2024.	Text of the existing entry requirements	Text of the proposed amended entry requirements	Rationale for the change	Head of GSO Recommendation	Head of GSO Rationale	Dept/School Approved Text	College -Level approved Text and date of approval
MA Health and Society	Sep-23	Applicants should hold a Second Class Honours Grade I in a primary honours degree (NFQ, Level 8) or equivalent in either the disciplines of Philosophy, Public Health, Sociology, Social Science, Geography, Government, Politics, Law, Medicine, Nursing and other health professional programmes. Candidates who hold less than a Second Class Honours Grade I level may also be considered under Recognition of Prior Learning (RPL), following a review of their individual qualifications and experience and based on the information provided in a supplementary statement and/or interview acceptable to the Department selection committee. Admission of such applicants will be subject to the approval of the College of Arts, Celtic Studies and Social Sciences.	Applicants should hold a Second Class Honours Grade I in a primary honours degree (NFQ, Level 8) or equivalent in either the disciplines of Philosophy, Public Health, Economics , Sociology, Social Science, Geography, Government, Politics, Law, Medicine, Nursing and other health professional programmes. Candidates who hold less than a Second Class Honours Grade I level may also be considered under Recognition of Prior Learning (RPL), following a review of their individual qualifications and experience and based on the information provided in a supplementary statement and/or interview acceptable to the Department selection committee. Admission of such applicants will be subject to the approval of the College of Arts, Celtic Studies and Social Sciences.	We are currently revising the MA program. The core of the proposed change is to bring UCC's Department of Economics into the programme as a third lead discipline. Hence, we add Economics as one of the disciplines that qualify for entry into the MA program.	Applicants must should hold a Second Class Honours Grade 1 in a primary honours degree (NFQ, Level 8) or equivalent in either at least one of the following disciplines: of Philosophy, Public Health, Economics , Sociology, Social Science, Geography, Government, Politics, Law, Medicine, Nursing and other health professional programmes. Candidates who hold less than a Second Class Honours Grade 1 level may also be considered under Recognition of Prior Learning (RPL), following a review of their individual qualifications and experience and based on the information provided in a supplementary statement and/or interview acceptable to the Department selection committee. Admission of such applicants will be subject to the approval of the College of Arts, Celtic Studies and Social	Adding in Economics makes sense. The following are some additional suggested amendments: <i>Or equivalent</i> is not needed as this is covered by a general statement about non Irish qualification in the prospectus: For applicants with qualifications completed outside of Ireland: <i>Applicants must meet the required entry academic grade, equivalent to Irish requirements, please find our grades comparison by country here (hyperlink to UCC comparison site).</i> The other amendments are minor and editorial in nature.	To be completed by the Dept/School and sent to the College	To be completed by the College and sent to the Head of GSO