



Postgraduate Certificate in Professional Practice and Leadership: FAQs

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Section 1: Before semester begins/ administration questions.

1. What is the programme fee and am I eligible for the UCC Staff Fee Concession Scheme?

Programme Fees are €3,000 for External Staff, and €1,000 for UCC Staff on provision of a staff number on your application.

There is also a UCC Staff Fee Concession Policy - please refer to the [Staff Fee Concession Policy Document](#). Applicants should download the [relevant form](#). Sanctioning by the Head of Unit is required for all courses. The form must be completed by the applicant and signed off by the Head of Unit. The form should be emailed annually to Staff Welfare & Development - traininganddevelopment@ucc.ie, HR. Once eligibility has been approved by HR, it will be sent to the Fees Office for processing.

2. I am in the process of applying and I have to pay €50 – can this be waived?

There is a €50 application fee which is charged through ucc.ie/en/apply and is not part of the fee waiver.

3. What level of IT skills am I expected to have for an online program?

Basic level – sending emails, logging into IT systems, uploading documents.

4. Do I get a student email?

Yes, you will be given a student email as part of your registration. This will be linked to your student Canvas account. It is important that you check this email account regularly for updates from the teaching team. Contact IT services if you wish to integrate messages from your student and staff accounts.

5. How will I know when the programme begins?

Details of programme scheduling can be found on the Prospectus page: <https://www.ucc.ie/en/pcplhe/>



6. Is it only people from UCC who do the programme?

No, there will also be a range of third level staff in external institutions undertaking the programme to add to the richness of the learning experience.

7. When and how can I make my application?

The application portal opens each November and will remain open until July 31st for the academic year intake in September. Applications can be made at <https://www.ucc.ie/en/apply/> by selecting 'Apply here for Postgraduate Courses' and creating a user profile with the email address of your preference. You will then need to select application type 1, Postgraduate Application and fill in the required personal and professional details.

8. Is there an RPL process if I don't meet the entry requirements?

Yes, email cirtl@ucc.ie for a template in which you can document your learning and experience as corresponds to the entry requirements. This will be reviewed by the Programme Coordinator and Programme team, and the CIRTl Academic Programmes Board. If satisfactory, you will be guided through the application process.

9. I have been asked to supply evidence of permission from my employer to use their data during the course – what do I need?

As the course assignments are based on authentic professional scenarios, applicants must be in employment or be able to gain access to an organisation upon which to base assignments. You will need to provide evidence of written permission from your line manager to access departmental data if needed to complete your course assignments. A signed Word document is sufficient.



Section 2: During semester

1. How is the programme structured?

The program is divided into four modules with two modules run in each semester. The programme runs from September 2023 – May 2024. Please see the [UCC Book of Modules](#) for further information regarding each module:

Module	Title	Credits	Semester
MG6104	Understanding, Navigating, and Implementing Change	5	1
TL6101	Higher Education Landscape	10	1
TL6102	Innovative Practices in Higher Education	5	2
TL6013	Reflective Leadership Practices	10	2

2. Which online system is used for this program?

Canvas. For further information about Canvas see this link:

<https://www.ucc.ie/en/canvas/>

(Remember however for this program you will be accessing Canvas as a **student** using your student email to log in. It can be helpful to access your student and staff Canvas accounts in different browsers.)

3. How many hours per week am I expected to complete?

The notional total student workload per 5-credit module is 125 hours including contact hours, student study, assessments and examining time. Larger 10 credit modules involve twice the workload and the anticipated workload for a 10 ECTS module of the PG Cert in PPL is 250 hours.

The following are indicative hours over the semester (12 weeks): 100hrs online asynchronous activities, 18hrs online synchronous webinars/workshops, 48hrs on-campus seminars, 24hrs Small Discussion Group sessions, 180 hrs Independent Inquiry and assessment development.



The modules are structured so that you will interact with other learners via, for example, online discussions, live text chats, video, or audio, as well as the weekly webinar/workshops and three on-campus sessions per semester. Further details and dates can be found on the Prospectus page: <https://www.ucc.ie/en/pcplhe/>

4. Can I finish the programme at my own pace?

No, there are tasks to complete within certain timelines. You will be given access to a scheduled calendar and activities and assessment schedule at the start of semester which will have all tasks and deadlines indicated on Canvas.

5. How do I best access the modules?

You will need to be able to access the modules via technical means e.g., laptop or PC. You can also avail of the Canvas app for supplementary engagement such as for discussion, but you will need to be able to access technological tools for assignments such as for writing assignments or for creating video/audio recordings.

6. Are there any face-to-face sessions?

The programme consists of 6 on-site days in each semester with a total of 12 on-site days. These are organized in 2-day blocks and engagement in all on-site days is required for successful completion of the programme.

7. Who teaches on the program?

The Teaching Team is as follows:

- [Patrice Cooper](#), Lecturer, Management & Marketing
- [Katy Dineen](#), Lecturer, Teaching & Learning Enhancement
- [Anne Gannon](#), HR Wellbeing & Development Officer
- [Michelle Nelson](#), Service Improvement & Change Manager
- [Elizabeth Noonan](#), Director of the [Quality Enhancement Unit](#)
- [Catherine O'Mahony](#), Director of [CIRTL](#)



8. Who do I contact if I have any issues?

Dr Catherine O'Mahony is best contacted via email: catherine.omahony@ucc.ie. You will also have the contact details of your module coordinators for regular contact and support.

If you have any questions about applying, administration or deferral options you can contact CIRTl cirtl@ucc.ie

If you have any technical issues with **Canvas**, you will be able to access support 24/7. See Q11 below for details.

9. How is the programme graded?

The programme is assessed per module with all modules having a pass rate of 40%. See the UCC Book of Modules for further information:

Semester 1

- <https://ucc-ie-public.courseleaf.com/modules/?keyword=TL6101>
- <https://ucc-ie-public.courseleaf.com/modules/?keyword=MG6104>

Semester 2

- <https://ucc-ie-public.courseleaf.com/modules/?keyword=TL6102>
- <https://ucc-ie-public.courseleaf.com/modules/?keyword=TL6103>

10. How many assessments do I need to complete?

See 9 above.

11. Who do I contact if I have issues regarding technical support? Administrative questions? Questions pertaining to content or academic related queries?

- Canvas technical support: <https://community.canvaslms.com/welcome>
- Administrative questions: You can contact CIRTl cirtl@ucc.ie
- Content and academic related questions can be directed towards the relevant module coordinator.