

## Information Sheet – External Reporting

This information sheet provides basic information regarding the University's **external reporting** requirements and how collaborative programmes are managed in this context.

### 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, 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 Board, as well as the University Management Team (UMT) where applicable in accordance with the procedures outlined in the PDARF approval process.

Collaborative Programme Co-ordinators 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.

### External Reporting

- UCD is responsible for reporting the number of registrations to its programmes to a variety of external bodies (for example, and primarily, the Higher Education Authority). In the case of collaborative programmes, it is important that students are not 'double-counted', that is, counted by each institution they may have attended during the course of pursuing a collaborative programme. Only the student's 'home' institution should count that student for external reporting purposes.
- UCD has a number of different registration statuses that reflect the range of types of student registrations, including, for example, statuses that indicate that a student is on a collaborative programme. This helps to ensure, where appropriate, and based on the particular type of collaborative programme, that students are not double-counted when reporting to external bodies such as the Higher Education Authority. Responsibility for ensuring that student registration statuses for collaborative programmes are correct and accurate lies with staff within UCD Registry and the UCD President's Office, who likewise provide the requisite information to the appropriate external agency.
- In instances of collaboration where there is a roughly equal exchange of students between institutions, no counting adjustments are required to ensure accurate reporting (essentially, the UCD students are still counted, but are simply 'replaced' by visiting students for a limited period).
- In instances of collaboration where there is an unequal exchange of students between institutions, in particular where large cohorts of students may be visiting UCD and taking UCD modules, but few/no UCD students are going in the other direction, it is necessary to reach a financial arrangement with the partner institution to ensure that UCD receives some funding for the provision of any such modules. Such financial arrangements should be reached locally in Schools and/or Colleges, and the relevant College Finance Manager should be consulted in the process before the information is submitted on the relevant PDARF form. Based on the information then provided via the relevant PDARF form for such instances, it is possible for UCD Registry, working with the UCD President's Office, to adjust the relevant report it provides to the HEA to account for the agreed arrangements, reflecting the appropriate balance of registrations.

- UCD categorises all of its collaborative programmes according to the nature and type of collaboration, with relevant labels or codes attached to the programme/major codes for each collaborative programme. At the higher level, these codes align with codes provided by the HEA for their reporting requirements; at the lower level, these codes provide more detailed information about the nature and type of collaboration, as follows:

HEA Codes	Co-Ordinating Institution	UCD Codes	Description
OWN	Own Institution	AFP ARIE ARIN EXIE EXNI EXIENI EXEU EXIN	Access/Feeder Programme Articulation – Irish Articulation – International Exchange – Irish Exchange – Northern Irish Exchange – Irish & Northern Irish Exchange – European Exchange – International
CIE	Conjoint course with other Irish (ROI) HE Institution	CIEJ CIED CIENJ CIEND	Conjoint Irish – Joint award Conjoint Irish – Dual award Conjoint Irish & Northern Irish – Joint Award Conjoint Irish & Northern Irish – Dual Award
CNI	Conjoint course with Northern Irish Institution	*	<i>*to be reconciled w/ above categories (Ireland &amp; Northern Ireland)</i>
CPB	Conjoint course with Professional Body	ACC FRN VAL	Accreditation Franchise Validation
PRO	Wholly run by Professional Body	OCD	Off-Campus Delivery
OSC	Oscail		
OTH	Other		
CINT	Conjoint course with International HE Institution	CEUJ CEUD CINJ CIND	Conjoint European – Joint award Conjoint European – Dual award Conjoint International – Joint award Conjoint International – Dual award

- The coding of collaborative programme/majors in accordance with the above table is undertaken centrally within the University, through consultation between UCD Registry and the UCD President's Office.