# NCAD DUBLIN

## National College of Art and Design
### A Recognised College of University College Dublin

**UPDATE TO ACADEMIC REGULATIONS, POLICIES AND ASSESSMENT PROCEDURES FOR ALL NCAD PROGRAMMES VALIDATED BY UCD (Updated May 2017)**

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## 1. Programme Documentation

All undergraduate and postgraduate programmes must complete the following documentation:
> NCAD Programme Specification Form
> NCAD Module Descriptor (for each module of a programme) UCD New Programme Proposal Forms

Templates for these three documents are available from Academic Affairs.

## 2. Alignment with UCD Academic Regulations

Where NCAD structures and practices differ from those in UCD and are not synchronised with UCD regulations, it is necessary for NCAD to apply to UCD for derogation to these rules.
Further information and derogation request forms are available on the UCD website at: www.ucd.ie/registry/academicsecretariat/

**Programmes**/Majors with any of the following characteristics require derogation approval:
- Undergraduate programme is greater than 60 credits per annum (derogation from Regulation 2.3.1)

- Progression to next stage of programme with 50 credits - Derogation for all UG studio based programmes from regulation 5.15.3 which states that a student may progress to the next stage with 50 credits.
- Graduate programme is offered over more than one stage (derogation from Regulation
- 1.5)
- Programme remains non-modular
- Honours Calculation and Honours Classification is outside the norm (derogation from Section 6 of the Academic Regulations)
- Irregular timing of Programme Exam Boards (derogation from regulation 1)

PROGRAMME DEROGATION EXAMPLES:

NCAD proposes to retain its long established and tested practice of only final year marks determining the classification of the final award. The preceding year assessment is for progression purposes only, however marks will be recorded and used for final assessment of those exiting the programme with a Postgraduate Diploma. This corresponds to UK practice in art and design institutions such as the Royal College of Art, London and the University of Ulster, Belfast. Derogation is being sought for Degree Award GPA calculation based on final year assessment only (Honours calculation and classification is outside the norm) for the following programmes:

- MFA in Design

- MFA in Fine Art

**Modules** with any of the following characteristics require derogation approval: o
        Irregular Credit Value (derogation from Regulation 1.3)
o        Module delivered outside semester OR in the Summer term OR across 2
        semesters OR Year-long module (derogation from Regulation 2.1)
o        Must Pass Components (derogation from Regulation 4.7)
o        Not Passable by Compensation for modules at level 3 (derogation from Regulation 5.7/5.7.3)
o        Irregular length of assessment (derogation from Regulation 4.3)
o        Irregular timing of assessment (derogation from Regulation 4.1)
o        No resit assessment offered (and no repeat or specified alternative available) (derogation from Regulations 5.9/5.9.1)

MODULE DEROGATION EXAMPLES:

The NCAD BA and Masters programmes contain a number of 10 and 20 credits modules, some of which (particularly the 20 credit modules) run over two semesters. Derogation has been approved up to and including 2015/16 for the following programmes which have modules of 10 credits or more:

- MA in Socially Engaged Art

- MFA in Design

- MFA in Fine Art

- BA (Hons) in Education and Fine Art/Design

- BA (Hons) in Fine Art
- BA (Hons) in Design

- BA (Hons) in Visual Culture

Derogation has been approved up to and including 2016/17 for the following programmes which have year-long modules:

- MFA in Design
- MFA in Fine Art
- BA (Hons) in Fine Art
- BA (Hons) in Design

## 3.  **Grading**

The grading scheme comprises eight category bands and uses letter grades rather than numbers.  A letter scale has been chosen to more appropriately reflect the banded levels of achievement described in the NCAD Grade Criteria outlined below.

| NCAD Grade Criteria | | |
|---|---|---|
| Grade | Grade Point | Description |
| A+ | 4.2 | Excellent |
| A | 4.0 | The student has theorised, generalised and hypothesised in the context of their discipline and its relationship with other disciplines in ways |
| A- | 3.8 | appropriate to the problem, situation or theme of enquiry. Connections have been made both within and beyond the brief. Learning can be applied to unfamiliar situations or problems and may extend current theory. It is questioning, speculative and reflective. |
| B+ | 3.6 | Very Good |
| B | 3.4 | The student has analysed, evaluated and /or applied a range of concepts and theories to familiar, and a few unfamiliar situations, problems or |
| B- | 3.2 | themes of enquiry. Resolutions and conclusions are mainly complex, and result from understanding in depth. Learning demonstrates a fully integrated and /or contextualised knowledge structure. |
| C+ | 3.0 | Good |
| C | 2.8 | The student has demonstrated an ability to visualise, describe and /or combine established concepts and theories. Learning makes several varying |
| C- | 2.6 | relationships and connections. A few resolutions and conclusions may be complex and original, and result from understanding in depth. However, learning does not demonstrate a fully integrated and /or contextualised knowledge structure. |
| D+ | 2.4 | Acceptable |
| D | 2.2 | The student has demonstrated that the intended learning outcomes have been acquired at a threshold level. However, only a few simple |
| D- | 2.0 | relationships and connections have been made. A deeper theoretical understanding or contextual awareness is lacking. |

| | | |
|---|---|---|
| E | 1.6 | Fail - marginal, may be compensated<br>The student has acquired some disconnected fragments of learning, which make little structural sense. In this state, they do not overall, address the problem, situation or theme of enquiry and therefore do not demonstrate that the intended learning outcomes have been acquired. |
| F | 1.0 | Fail - unacceptable, cannot be compensated<br>The student has only partially addressed the problem, situation or theme of enquiry and therefore has not acquired the intended learning outcome. |
| G | 0.4 | Fail - wholly unacceptable, cannot be compensated<br>The student has not addressed the problem, situation or theme of enquiry and therefore has not acquired the intended learning outcome. |
| NG | 0 | No grade<br>No work was submitted by the student or student was absent from the assessment, or work submitted did not merit a grade |

Further details and background can be found in the "New NCAD Assessment Scheme".

## 4.    **Examination**

There are 4 Exam Boards in each academic year.  For 2015-16, the dates are as follows:

| | Date: | Examining: |
|---|---|---|
| Exam Board 1 | Fri 3rd February 2017 | • Semester 1 Results for Academic Year 2016 /17 for all UCD Validated programmes UG & PG :<br>• Final Results MA - Art in the Contemporary World / MA – Design History & Material Culture<br>• PhD Students |
| Exam Board 2 | Fri 26th May 2017 | End of year results for:<br>Non-award UG and PG<br>Non-award and final award CEAD Cert students |
| Exam Board 3 | Tue 14th June 2017 | Final award  for:<br>UG<br>MA Des<br>MFA Fine Art / MFA Design<br>MA ADW<br>PhD<br>CEAD Diploma |

| Exam Board 4 | Wed 8th September 2017 | Results for: Erasmus/Exchange students deferrals from EB 1, 2 & 3 MA ACW non-award MA DHMC non-award MSc MDD final award MA VAE final award PhD non-award and final award |
|---|---|---|

- Results must be returned to Academic Affairs a week in advance of each Exam Board.

- Results should be described as alpha grades

Exam Board 1 in February records results for Semester 1 modules.

- Students receive their module results only rather than an overall grade.

- Students receive their credit total.

- Module codes will be used for online results.

- While a Semester 1 total will be generated, it should not be disclosed to students.

- Compensation is not permitted between modules but can be permitted within a module.

Exam Board 2 in May records all module and year totals.

- Compensation is not permitted between modules but can be permitted within a module.

Exam Board 3 in June is for final award undergraduate and postgraduate

## 5.      Remediation – Resits and Repeats

Where a student fails a module or part of a module the following opportunities for remediation may be offered.

**Resit** – A resit is an opportunity to obtain the required credits without attendance.  There will be one resit opportunity for each module.  **Resits are marked on a pass/ fail basis and recorded on the student record as a GPA 2.0 (equivalent grade D-).**  Resits in failed Studio modules and Professional Practice modules are offered over the summer period.  Resits in Visual Culture modules are offered at the end of each semester.

A resit should offer the student a second opportunity to demonstrate that they have achieved the major learning outcomes associated with a module.  Resits can take into account the learning outcomes already achieved by an individual student. The resit does not have to be identical to the original offering of the module. While the learning outcomes of resit modules will remain the same as those of the original modules undertaken, the content and delivery may change to take account of the availability of academic and studio support over the summer vacation period.

**Repeat** – a repeat is a second attempt at a module with attendance.  **Repeats are graded but the maximum grade recorded on the student record will be GPA 2.0 (equivalent grade D-).**  A student

repeating a module will be expected to repeat all the course work, assignments and assessments associated with a module.

Non-submission of assessment tasks will be regarded as a fail.

**The following regulations apply to Resits and Repeats for all undergraduate studio programmes.**

1. Students must pass all modules in order to progress to the following year.

2. Where a student fails all studio modules (40 credits) they must repeat the failed modules in the next academic year with attendance.

3. Where a student fails a studio module or modules they will be offered an opportunity to resit the failed studio modules over the summer period.

4. Where the student has failed between 20 and 30 modules the recommendation of the Head of Department is considered as to whether the student should be offered the opportunity to repeat or resit. This will depend on how much work the student needs to remediate in order to achieve the learning outcomes of the failed module and whether it is possible to achieve the learning outcomes of the module/s without access to studio facilities and without supervision which may not be available over the summer period. A **Recommendation to Repeat** form must be completed by the Head of Department in each case. (Appendix 1)

5. Where a student successfully completes Studio modules but fails to pass Visual Culture or Professional Practice modules they may resit the failed modules at the end of semester 1 or over the summer.

The following regulations apply to resits and repeats for AD215 **BA Visual Culture** and **MA Socially Engaged Art:**
  - Resits opportunities for all modules will be offered at the end of each semester.
  - There is one resit opportunity for each module. A student who has failed a module must avail of the first resit opportunity. If a resit module is failed, then a student must repeat the module with attendance.
  - A student may progress to the next year of study with 50 credits and can carry forward a maximum of 10 credits.
  - In a case where an individual student's progress has been judged as academically unacceptable and where the remediation required is significant, the Programme

The Examination Board (NCAD Exam Board) in consultation with the Head of School and Head of Academic Affairs has the discretion to recommend a specific course of action to remediate the failed modules.

## 6. Repeated Failed Modules and Failure to Progress - Continuation

In the case of a student repeatedly failing modules and not achieving enough credits to progress in their degree, the Head of Department may ask the Exam Board to refer the student to the Continuation Committee for consideration. Referral to the Continuation Committee for failure to progress will only be considered in a case where the student has failed the equivalent of two full

academic years and after the student has been counselled as to the suitability of their degree choice by the Head of Department.

The Continuation Committee consists of the Heads of School, Head of First Year and the Head of Academic Affairs & Research and is convened on the recommendation of the NCAD Exam Board. Such cases are only considered at the end of the Academic Year. The outcome the Continuation Committee's considerations may be to recommend that a student is not permitted to re-register the following year.

## 7. Late Submission of Course Work

The NCAD/UCD policy on the penalty for late submission of course work is outlined below.

This policy currently applies to all NCAD degrees validated through UCD.

This policy allows for a graduation of penalties for late submission (up to 2 weeks late) and a differentiation between the penalty applied for late submission and the penalty applied for remediation of failed modules.

Grade Penalty for Late Submission of work (First Sitting):
Where a student submits a piece of work late without any mitigating circumstances (such as in the case of illness with supporting Doctors note) the policy is:

- 1 week late (from Day 1 after submission deadline, up to and including Day 7, i.e., if an essay is due to be submitted on a Tuesday, the week late should include the following Tuesday): Penalty: Minus 2 grades: A+ → A-

- 2 weeks late (from Day 8 up to and including Day 14)
Penalty: Minus 4 grades: A+ → B
- Coursework/essays that are more than two weeks late will not be graded.

## 8. First Year - Allocation of Degree Pathways / Change of Programme/

**First Year Common Entry (AD101) and Education (AD202) - Degree Pathway Allocation**

- All AD101 First Year Art & Design (Common Entry) and AD202 Design or Fine Art & Education students make a choice of which School (Fine Art or Design ) they want to specialise in at the end of Semester 1.

- All students attend common modules within their chosen School at the beginning of Semester 2.

- Early in Semester 2 all students in AD101 First Year Art & design (Common Entry) and AD202 Design or Fine Art & Education will be asked to fill in a form indicating their preferred degree pathway in order of preference. Students on AD212 Product Design may also opt to change their degree choice and change Department specialisation at this point.

- Students will be allocated into their degree pathway based on their preference as stated on the allocation form.

- Where there is an over subscription to an area places will be allocated based on the aggregate result achieved by a student in the summative assessment at the end of Semester 1 as well as any subsequent summative assessment. Where there is more than one student on the same grade, places will be allocated based on the aggregate results of all studio modules together.
- Repeating students can use the grade achieved in their summative assessment at the end of semester 1 as well as any subsequent assessments to compete for a place in an oversubscribed area.

**Changing Programme during First Year**

There are 4 Programmes in Year 1 - AD101 First Year Common Entry, AD202 Design or Fine Art and Education, AD212 Product Design, AD215 Visual Culture.

- No student will be allowed to change programme during the first Semester of Year 1, students must remain registered on the programme they accepted through the CAO.

- Students who wish to change programme may do so at the end of Semester 1 subject to: 1) approval from the School they are currently registered in, the School they wish to join and the Head of First Year. 2) availability of places in the School/programme with they wish to register.

- Where there is an over subscription to a programme places will be allocated based on the aggregate results achieved by a student in the summative assessment at the end of Semester 1. Where there is more than one student on the same grade places will be allocated based on the result achieved in the studio module of Semester 1 as well as any subsequent summative assessment.

- For a change of programme to be properly recorded on the student record system a transfer form must be submitted to Student Services & Admissions signed by both Heads of School and the Head of First Year. This form is available from the Student Information Desk in SS&A and should be returned to SS&A by the mid-February of each year. First Year students will not be charged the normal transfer fee.

Design or Fine Art and Visual Culture - Joint Course

- Students in AD101 may opt to take the Joint Course with Design or Fine Art and Visual Culture. This decision is made at the end of Semester 2 in First Year and will depend on a student achieving an overall minimum grade of B- in Visual Culture in First Year.

## 9. Transition arrangements for 4<sup>th</sup> year students to 2<sup>nd</sup> year of MFA Fine Art/Design

Graduates of the NCAD four year BDes in Design and BA in Fine Art who have achieved a minimum grade of 2.2 are eligible to apply for accelerated entry to year 2 of the MFA Fine Art or MFA Design. Students entering on the accelerated basis are required to take the Research Methods for Creative Practice module (10 credits) from the Year 1 MFA as a parallel bridging module during the first semester of Year 2. Assessment of the module will be on a pass/fail basis but students will be required to pass the module in order to complete the MFA.

## Recommended Repeat Report

*This report is to be completed in situations where it is the judgement of the examination panel that a student should be required to repeat a module without being given opportunity to re-sit the module over the summer. The report should then be submitted to the Head of Academic Affairs for presentation and discussion at the relevant Exam Board.  It should be accompanied by a copy of the completed module assessment record for the student.*

| | |
|---|---|
| **Student Name:** | |
| **Module:** | |
| **Members of Examination Panel:** | |
| **Grade Achieved:** | |

1. **Is the Module Assessment record attached?   Yes  /  No**            *[delete as appropriate]*


2. **Please identify the reasons why the student is being recommended to repeat the module with attendance rather than being given the opportunity to re-sit the module over the summer.**

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| **Head of Department:**<br>*(Signature required)*<br><br>**Date:** |