

COLÁISTE NÁISIÚNTA EALAÍNE IS DEARTH  
NATIONAL COLLEGE OF ART AND DESIGN  
A Recognised College of University College Dublin

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EXAMINATION  
PROCEDURES AND REGULATIONS  
Academic Year 2015/2016

DATE OF ISSUE: MAY 2015

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# EXAMINATIONS 2015/2016

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**NATIONAL COLLEGE OF ART AND DESIGN  
COLÁISTE NÁISIÚNTA EALAÍNE IS DEARTHÁ  
A RECOGNISED COLLEGE OF UNIVERSITY COLLEGE DUBLIN**

**INTRODUCTION**

The National College of Art and Design has since 2011 been in an Academic Alliance with University College Dublin (UCD) and designated a Recognised College of the University whereby UCD provides accreditation and validation of programmes leading to the award of degrees and other qualifications by the College. All programmes validated since September 2011 come under UCD Academic Regulations. Degree programmes validated prior to 2011 come under NUI Academic Regulations.

This booklet contains examination regulations that apply to programmes in NCAD validated by the National University of Ireland (NUI).

The procedures and policies in this booklet apply to all NCAD degrees validated by both the NUI and University College Dublin (UCD), unless otherwise specified in the NCAD Addendum to Academic Regulations, 2016.

[http://46.22.133.24/files/download/NCAD\\_Academic\\_Regulations\\_Adendum\\_2016\\_01.pdf](http://46.22.133.24/files/download/NCAD_Academic_Regulations_Adendum_2016_01.pdf)

**NOTE: The NCAD/ NUI UG Degrees Structure**

The NCAD/ NUI Degree has a total of 240 credits with 60 credits awarded per academic year. There are 2 modules, Studio and Visual Culture

The credits are broken down as follows:

- 1) **80/20 Degree:** Studio 48 credits (80%), Visual Culture 12 credits (20%) (all years)
- 2) **Joint Course:** Year 2 & 3, Studio = 42 credits, Visual Culture – 18 credits  
Year 4, Studio 30 credits (50%), Visual Culture 30 credits (50%)

**Recording Examination Results:** The Examinations office will send out an Exam Broadsheet, please enter the credits the student has obtained and your mark as a percentage, the broadsheet will do all the other calculations for you. You need only enter the percentage mark on the broadsheet. You will need to save the broadsheet, enter your mark on it and then email it back to the Examinations Office in Student Services & Admissions: [studentrecords@staff.ncad.ie](mailto:studentrecords@staff.ncad.ie)

## 1. EXAMINATION PROCEDURES

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These examination procedures apply to programmes validated by the National University of Ireland (NUI), and University College Dublin (UCD), and NCAD.

1.1. It is the responsibility of the Heads of School or Heads of Department to return the broadsheets to the Head of Academic Affairs immediately they are completed. The results must be returned in Excel format and transmitted by email to. [studentrecords@staff.ncad.ie](mailto:studentrecords@staff.ncad.ie)

1.2. Examination Boards will meet to consider the results of year end examinations for each year of study as follows:

	Date:	Examining:
Exam Board 1	Fri 5th February 2016	<ul style="list-style-type: none"> <li>• Semester 1 Results for Academic Year 2015 /16 for all UCD Validated programmes UG &amp; PG :</li> <li>• Final Results MA - Art in the Contemporary World / MA – Design History &amp; Material Culture</li> <li>• PhD Students</li> </ul>
Exam Board 2	Fri 27th May 2016	End of year results for: Non-award UG and PG Non-award and final award CEAD Cert students
Exam Board 3	Tue 21st June 2016	Final award for: UG MA Des MFA Fine Art / MFA Design MA ADW PhD CEAD Diploma
Exam Board 4	Wed 7th September 2016 (TBC)	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

### 1.3. Return of Results Broadsheets

Broadsheets for the results will be circulated in excel format in advance of the examination process and it is the responsibility of the relevant Head to ensure that the broadsheets are correctly completed. Broadsheets will be signed by the Chairperson of the Examination Board, the NUI Representative (when present), The Director of Assessment UCD, the Secretary of Examinations (the Head of Academic Affairs), and the appropriate Heads. Broadsheets will be signed at the Examination Board meeting, before being sent to NUI or UCD, as appropriate.

### 1.4. Accuracy of Results

Heads of Faculties and Departments are responsible for ensuring that accurate results are returned. Careful checking is essential before the combined results including credits are submitted to the Head of Academic Affairs.

### 1.5. Cases of Illness etc.

The Examination Board should be advised of any cases where a student's work has been interrupted through illness or bereavement in the family and where this interruption has seriously affected the student's work. Where appropriate, a medical certificate must be supplied to the Head of Academic Affairs in the case of absence owing to illness. **Medical Certificates and other relevant information should be submitted to the Head of Academic Affairs at least 48 hours prior to the Examination Board meeting.**

### 1.6. Students with Disabilities

It is the College's policy to provide any assistance that is necessary that helps a student to deal with the disadvantages of their disability. The College's Access and Disability Officer will already have identified the student's needs in relation to their participation in all the College's programmes and will have identified requirements that will arise specifically in relation to the completion of modules and examinations. Some students have personal assistants or assistive technology and individual relevant tutors will have been briefed on whatever processes are necessary to enable the student to complete their studies.

The examination process will allow personal assistants, assistive technology, and any other communication supports that are required to be granted to the student.

### 1.7. Cases of Irregularity

Any irregularity in the conduct of examinations must be notified immediately to the Director or the Head of Academic Affairs by the Head of the area where such irregularity is believed to have taken place.

### 1.8. Failure, Repeats, Deferrals

As set out in the Examination Regulations decisions with regard to further study, repeats, withdrawals, deferrals, etc. in the case of students who fail part or all of an examination will be taken by the Examination Board. Heads of Faculties and Departments will be expected to have recommendations in each case.



## 1.9 Modules

Where a student has been deferred because of a failed or missed module, the Head of Faculty/Department must advise on the opportunity for the student to repeat that module during the summer for presentation at Exam Board 3.

## 1.10 Issuing of Results

Provisional results will be published by Student Services and Admissions on the dates indicated for each Exam Board. Simultaneously, the results will be published on the College's website. **Under no circumstances should results be issued prior to the published dates.** During the summer, confirmation of results will be issued to students following Exam Boards 2 and 3, together with details of registration for the following year where appropriate.

Following Exam Board 4, continuing students will be advised in writing of their results as quickly as possible to enable them register for the next year of study.

### ***Failed modules/non submission of assignments:***

Students who have not submitted all assignments or who have failed a module(s) will be notified by email to their College email address of the procedures to resubmit/repeat.

### ***Academic Transcripts:***

***Final award students (BA, BDes, PME, MA, MFA & PhD)*** - a hard copy of their academic transcript along with conferring information will be posted to the address we have on file in early **July 2016**.

***CEAD Certificate and Diploma students*** – a hard copy of their academic transcript will be posted to the address we have on file in **July 2016**.

***Continuing students*** – a hard copy of their academic transcript along with your registration documents for September 2016 will be posted to the address we have on file in early **August 2016**.

## 1.11. Examiners

External Examiners are appointed by NUI and are not normally present for the assessment in respect of non-award bearing years of study. They are however expected to be familiar with all years of the course that they are moderating.

There is a list of External Examiners and UCD Internal Examiners at Appendix IV.

The list of Internal Examiners for each area should be retained by the Head of Faculty/Department and made available to the External Examiners.

### 1.12. Appeals

All examiners are asked to familiarise themselves with the Examination Appeals procedure. Copies are available in the Faculty and/or Department office and also in the Examinations' Office and in the Library.

## **2. PROCEDURES FOR DEGREE EXAMINATIONS WITH REFERENCE TO EXTERNAL EXAMINERS**

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### 2.1. External Examiners

The responsibilities of the External Examiners are defined by the National University of Ireland or University College Dublin, as appropriate. The following regulations are in harmony with the validating body:

The function of the External Examiners is to monitor standards

External Examiners can proceed by means of sampling all grades (only 5% of candidates need be sampled, but these should include borderline cases).

Externals have a right to consult with Internal Examiners and candidates; the work of candidates must be available for inspection; the candidates must be available for discussion if required.

2.2. The Head of each Faculty or Department (as relevant) is the degree Course Leader and chief internal examiner.

2.3 Lists of candidates with internally agreed studio marks must be provided to the External Examiners by the studio head.

2.4. Lists of candidates with internally agreed Visual Culture marks must be provided to Visual Culture External Examiners by the Head of Visual Culture.

2.5. The marking bands for NUI are shown at Appendix II. Internal and External examiners should agree marks for the studio and Visual Culture portion of the degree.

2.6. A course based meeting, under the chairmanship of the Head of the relevant studio Faculty or Department should take place, comprising Internal and External Studio and Visual Culture Examiners. The function of this course based meeting is to aggregate the Studio and Visual Culture marks and to arrive at a final recommendation of credits, a degree mark and class of award.

2.7. At the course based meeting any borderline cases should be discussed by all parties and resolved with the agreement of both studio and Visual Culture externals. It is vital that this discussion be thorough, involving any relevant issues affecting performance.

- 2.8. The recommendations of candidates' marks and awards should be forwarded by the Head of the studio Faculties or Departments to the Head of Academic Affairs (as Chief Examinations Officer of the College).
- 2.9. The Examination Board will agree the marks and class of award.
- 2.10. NUI External Examiners will be advised by NUI of the deadlines in relation to their reports and the format of their report. Those External Examiners appointed by UCD will be advised by UCD of the deadlines and reporting procedures.
- 2.11. External Examiners' reports should not be individualised reports on specific candidates, nor evaluations of the course content. Externals are invited to write a private letter to the Director if they have particular comments to make which are not covered in the report they make to the National University of Ireland or University College Dublin as applicable.
- 2.12. The External Examiners' Reports are available to An Bord, National College of Art and Design.

### **3. EXAM BOARDS**

Dates and Times of Exam Boards will be published on the Academic Calendar. The dates and times for publication of results and closing dates for lodging an appeal will be published on the College web site at [www.ncad.ie/students/exam-results/](http://www.ncad.ie/students/exam-results/)

### **4. RESPONSIBILITY FOR EXAMINATIONS**

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- 4.1. The Director of the National College of Art and Design has overall responsibility for the conduct of examinations in the College.
- 4.2. The Head of Academic Affairs of the National College of Art and Design is Secretary for Examinations. The Head of Academic Affairs' responsibilities include setting examination dates; convening Examination Board meetings; providing lists of students for examinations; issuing forms for results; issuing results of examinations to students and to the NUI and UCD and keeping appropriate records of results.
- 4.3. Heads of Schools/ Departments are responsible for the conduct of examinations in their individual areas, for returning marks to the Head of Academic Affairs, and for advising the Director and Head of Academic Affairs of any problems arising during the course of the examinations.

### **5. APPOINTMENT OF EXAMINERS**

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Heads of Schools/Departments advise the Director of the names of nominated external examiners through Faculty Board and Academic Council. These are noted to An Bord and submitted to the Academic Council Committee on Examination in University College Dublin for appointment. Heads of

Faculties/Departments advise the Head of Academic Affairs of NCAD of the names of internal examiners for each year of study who in turn submits these to the Director of Assessment in UCD.

## **6. EXAMINATION BOARDS**

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The composition of Examination Boards is set out at Appendix I.

## **7. ADMISSION TO EXAMINATIONS**

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7.1. Students who have not registered and paid all the required fees for their year of study will not be admitted to examinations in that year.

7.2. Forms containing lists of registered students are prepared and issued by the Student Services and Admissions Department to Schools and Departments. Combined results for Studio and Visual Culture are returned to the Head of Academic Affairs for consideration by the Examination Boards. Students who have withdrawn or have not presented for examination are noted on these forms.

## **8 FOLLOWING THE COURSE AND ATTENDANCE**

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8.1. Students are required to follow the course of studies for which they have registered. Course and attendance requirements are specific to each Faculty/Department and students must refer to the practice in each area of their course. In most Faculties/Departments there is a course handbook and students should be familiar with its contents.

8.2. On their return to College, students who are absent owing to illness are required to submit a doctor's certificate for absences of more than two consecutive working days.

8.3. If extenuating personal circumstances arise at any time during the course of the academic year which affect their studies or attendance, students should make these known immediately to their year tutors in both the studio and Visual Culture areas.

## 9. EXAMINATION RESULTS

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The results will be available on the College's noticeboard and the College's website – [www.ncad.ie](http://www.ncad.ie).

The College will issue a transcript of results which will detail the marks for each component part of study. This is issued after the Exam Board. The transcript in respect of final year students will be issued at the same time as information in relation to conferring is being issued.

All final year undergraduate degree students will be issued with a Diploma Supplement.

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## 10. DESCRIPTORS OF EXAM RESULTS

### UNDERGRADUATE

Result Code	Result	Effect on Number of Exam Attempts
PASS	Passed in all subjects	<i>N/A</i>
EXCHANGE	Result to be tabled at Exam Board 4	<i>Not counted as an attempt</i>
DEFER	Fail in some subjects/modules or nonsubmission	<i>Counted as an attempt</i>
FAIL	Fail	<i>Counted as an attempt</i>
WHLD	Student's Result(s) Withheld	<i>College to decide</i>
WDR	Withdrew from Course post 1 Feb.	<i>Counted as an attempt</i>

## 11. REPEATS

The Regulations for Progression from year to year are set out in pages 18 to 25.

The following additional points should be noted:

### 11.1. *Repeats for Non-Award Bearing Examinations*

- 11.1.1. A recommendation to allow a student to repeat an examination, or part thereof, or to reattend, will be taken by the Examination Board on the advice of the Head(s) of the relevant discipline(s).

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11.1.2. Normally, a student may only repeat (i.e. re-attend) a year of study once. In certain cases, this rule may be waived by the Examination Board where there are extenuating circumstances.

11.1.3. Students may repeat certain modules for Exam Board 4.

11.1.4. Failure to achieve the minimum Pass standard within the period allowed will result in termination of study at the College.

11.1.5. Students must pass each year of study before progressing to the following year of that course.

11.1.6. Students who take a year out must have passed the previous year of study.

## 11.2. *Repeats for Award Bearing Examinations*

11.2.1. A student may not repeat a year of study more than once. In certain cases, this rule may be waived by the Examination Board where there are extenuating circumstances.

11.2.2. For the award of a Degree or Postgraduate Diploma, a minimum Pass standard must be achieved within the period(s) allowed for the examination.

11.2.3. The following penalties will apply in the case of referred/repeat students: Grades will be reduced as follows:

First Class Honours	to	H2.1
H2.1	to	H2.2
H2.2	to	H3
H3	to	Pass

11.2.4. In addition to the penalties specified in 11.2.3 a similar penalty will apply in relation to the reduction of the GPA awarded for Teaching Practice on the Professional Diploma in Art & Design Education course.

11.2.5. Deferrals granted shall remain valid for 3 consecutive examination sessions only following the initial presentation of the degree examination. If the deferrals are availed of in the year following the first presentation, an honour award grade will be reduced by one classification. Subsequent to the first year, a Pass grade only can be awarded.

## 12. **PROBATION AND PASS BY COMPENSATION**

12.1. Probation decisions are in the hands of the relevant Faculty or Departmental Board on the advice of the staff concerned. This should be clearly communicated in writing by the Head of Faculty/Department to the student and a copy sent to the Head of Academic Affairs. It is at the

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discretion of the boards of the relevant area to apply probation as they deem fit, working within the requirements of their programmes and the standards expected by the staff.

12.2 Decisions on passing or failing a student *can only be taken officially in the name of the College at the College Examination Boards*. The records of students who have been on probation should be reported to the Examination Board. This could be failure and total withdrawal from the course, a repetition of the entire year, repetition of the examination subject or the taking of a year out with the possibility of repeating the year on return. All decisions will be taken at the end-of-year examination meetings.

12.3. Probation may be defined as a period of varying length during which students and their work are under particular scrutiny in order to establish their capacity to complete the course successfully.

12.4. The purpose of putting a student on probation is to warn the student of an unsatisfactory level of achievement and thus to improve the quality of the student's performance.

12.5 A student may be put on probation for any of the following reasons:

Overall attainment is below the required standard.

Failure in particular modules of the course.

Incomplete submission of course work or work presented which was below the required standard.

Standard of work needs to improve as otherwise student may fail.

12.6 A student may receive a Pass by Compensation on the recommendation of the Head of Faculty or Department, as appropriate.

Pass by Compensation may be given within a module where a failed component is compensated by double the difference of a passed component.



### **13. TIME OUT REGULATIONS**

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13.1. Time Out is defined as a period of time - not more than one academic year - which a student takes away from her or his course, which has been approved by the College. The student's place is kept open for their registration at the next session only.

Absences for longer than one year will be considered a withdrawal from the course. In such cases, re-entry will be considered on its merits. Reasons for Time Out may be for academic, medical or other personal reasons.

13.2. A year's interruption of a course necessitated by the repeat of failed or incomplete examination subjects is not Time Out under these regulations. A repeating student is subject to the normal College Examination Regulations for such cases and may proceed with their course when requirements have been completed satisfactorily as determined by the Examination Board.

13.3. Students seeking Time Out will need to have successfully completed all requirements in all examination subjects.

13.4. Students proposing to take Time Out may only do so with the agreement of their Head of Department and Faculty to whom they should apply by the end of May.

Whilst other applications received will be considered as withdrawals from the course, the College will consider compassionate factors in exceptional circumstances up to the end of August.

13.5. Students must notify the Head of Academic Affairs in writing of their intention to return to the course by 1 May prior to the academic year to which they have to return. Students failing to do this may be unable to re-enter the course.

13.6. A student who wishes to return to the College after taking Time Out due to illness must provide a medical certificate to indicate that they are fit to resume full-time studies.

13.7 There may be financial implications in taking a period of Time Out. Students should check with staff in Student Services & Admissions to see how Time Out might affect them financially on their return to the College.

### **14. INTERNAL STUDENT TRANSFERS**

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- 14.1. All First Year places must be filled through the CAO in accordance with the programme waiting list. Under CAO regulations applicants who have accepted a place on a Year 1 programme cannot transfer to another First Year programme. In order to maintain the integrity of the admissions process transfers during 1<sup>st</sup> year can only be allowed in exceptional circumstances. To transfer during the course of 1st year a student must meet the minimum entry and portfolio requirements for the programme, in addition the waiting list for the programme for that year should be exhausted. Such exceptional case transfers will only be allowed after the close of the CAO season (end October).
- 14.2. Students cannot transfer from one course to another at will. During 2nd Year, transfers from one course to another within the College will be considered up to the end of the first six weeks of the academic year. Vacancies occurring are to be filled from the graded lists at the end of Year 1. The level of previous achievement reached by the student will be taken into account.
- 14.3 There is a €50 administration fee for all transfers, once the course has started.
- 14.4 Students are not permitted to enter the Joint course unless they have achieved a minimum GPA of 3.0 (60%) in Visual Culture in the previous year.
- 14.5 Moving from one stream to another in Departments, i.e. from Ceramics to Glass or from Printed Textiles to Embroidered Textiles are considered transfers and the appropriate form and payment must be submitted before such a move can take place.
- 14.6 Any transfer from full-time to part-time status by postgraduate students is also a transfer and requires a completed form and a €50 payment.
- 14.7 The year of study to which the student may be admitted will be determined by the Faculty/Department, taking into account the relevance of the previous course that the student was following to the course to which the student wishes to transfer. This will include Visual Culture requirements as well as studio experience. In deciding the year of study, the Faculty/Department will have to ensure that deficiencies in previous study can be made good by the student during the year into which the student transfers in order to comply with course requirements.
- 14.8 Late transfer applications will only be considered in exceptional circumstances.
- 14.9 Transfers may only be said to be an official reality in the student's record when all administrative procedures have been agreed with the Head of Academic Affairs and completed. Without proper completion of such procedures, the student will still be registered officially on the original course and no such transfer will have College recognition with the consequent effect on the award/examination of the student in question.

## 15. MASTERS QUALIFIER EXAMINATION

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- 15.1. To be admitted to the postgraduate register of the National University of Ireland, applicants must have a primary degree (2nd Class Honours) in a relevant field to the proposed Masters. All applicants who do not meet this criterion are non-standard applicants.
- 15.2. Graduates with a recognised diploma at 2nd Class Honours or equivalent (who have only satisfactorily completed a total of three years full-time study) may be required to apply for entry to the bachelor degree course and thus acquire a primary degree in art and design.
- 15.3. In the case of candidates taking part of the final year of the degree course, as preparation for the Masters Qualifier Examination, there will be no entitlement to a bachelor's degree unless the year is passed in its entirety in all subjects.
- 15.4. In the case of candidates requiring a Masters Qualifying Examination, admission to such examination process will only arise following an interview to assess the potential of the applicant.
- 15.5. Non-standard applicants who are deemed to have potential to pursue Masters studies will be set an examination to enable them to reach qualifying undergraduate level. The majority of applicants will have very individual academic experience, therefore the extent of the qualifying examination will be individually set.
- 15.6. On application for Masters studies, candidates will be assessed and an early interview will be held where necessary. Such assessment or interview will establish the potential of the applicant and the nature of the appropriate qualifying examination.
- 15.7. The recommendations of the Interview Panel will be considered by the Higher Awards Committee and a final decision taken on the candidate's application.
- 15.8. The applicant will be informed that the staff of the Department will set an examination to enable her/him to demonstrate competence in whatever aspect that does not appear to be of qualifying undergraduate level.
- 15.9. The examination can take many forms: a body of studio work in two or three dimensions, written work, or design work in response to a set brief, etc. It will be assessed in accordance with current standards of degree work.

15.10. Such examination will be by internal examiners and moderated by external assessors. This examination will normally take place at the time of the end-of-year visit by external examiners. Achievement of pass (set at the 2nd Class Honours grade) at the MA Qualifier Examination merely qualifies an applicant as eligible for postgraduate study. Satisfactory completion of an MA Qualifying Examination does not of itself give automatic right of acceptance of a Masters application. The application has to be individually approved by the College and the NUI.

**YEARS 2 – 3 DEGREE**

**16. PROGRESSION TABLES**

CATEGORY	POSSIBLE END OF YEAR RESULTS		RESULT FOR YEAR	RECOMMENDATION FOLLOWING EXAM BOARD 1	EXAM BOARD 3 RESULT	RECOMMENDATION FOLLOWING EXAM BOARD 3
	STUDIO 80%	VISUAL CULTURE NORMAL 20%				
	JOINT 70%	30%				
1	MINIMUM PASS 2.0 GPA	MINIMUM PASS 2.0 GPA	PASS	PROGRESS	-	-
2	1.75 – 1.99 GPA	MINIMUM PASS 2.0 GPA OR FAIL	FAIL/DEFER	REPEAT MODULES OR PROGRESS AT DISCRETION OF EXAM BOARD.	-	-
3	BELOW 1.75 GPA	MINIMUM PASS 2.0 OR FAIL	FAIL	REPEAT YEAR.	-	-
4	MINIMUM PASS 2.0 GPA	(ALL WORK SUBMITTED) OVERALL FAIL	DEFER	REPEAT AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF THE HEAD OF VISUAL CULTURE. SUBMIT BY SEPTEMBER 1ST.	MINIMUM 2.0 GPA	
					BELOW 2.0 GPA	ON THE RECOMMENDATION OF THE HEADS OF FACULTY/DEPARTMENT THE EXAM BOARD MAY FAIL, REPEAT VISUAL CULTURE, OR AWARD A PASS
5	MINIMUM PASS 2.0 GPA	NON-SUBMISSION OF NOT MORE THAN 2 PIECES.	DEFER	REPEAT AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF THE HEAD OF VISUAL CULTURE. SUBMIT BY SEPTEMBER 1ST.	MINIMUM 2.0 GPA	PROGRESS
					BELOW 2.0 GPA	ON THE RECOMMENDATION OF THE HEADS OF FACULTY/DEPARTMENT THE EXAM BOARD MAY FAIL, REPEAT VISUAL CULTURE, OR AWARD A PASS
6	MINIMUM PASS 2.0 GPA	NON-SUBMISSION OF MORE THAN 2 PIECES.	DEFER/FAIL	REPEAT VISUAL CULTURE YEAR AT DISCRETION OF EXAM BOARD.	-	-

1. IN ORDER TO COMPLETE A YEAR OF STUDY THE STUDENT MUST OBTAIN 60 CREDITS

2. ERASMUS/EXCHANGE STUDENTS' RESULTS WILL BE TABLED AT EXAM BOARD 4, UNLESS ALL ELEMENTS OF THEIR PROGRAMME HAVE BEEN COMPLETED BY THE TIME OF EXAM BOARD 1.

**YEAR 4 - DEGREE**

**16. PROGRESSION TABLES**

1 <sup>S</sup> T E XAM SESSION	CATEGORY	TOTAL FOR YEAR 100%		RESULT FOR YEAR	RECOMMENDATION FOLLOWING SUMMER EXAMS
		STUDIO 80%	VISUAL CULTURE 20%		
	1	MINIMUM PASS GPA 2.0	MINIMUM PASS GPA 2.0	PASS	AWARD DEGREE
	2	BELOW GPA 2.0	MINIMUM PASS GPA 2.0 OR FAIL	FAIL	REPEAT YEAR AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF FACULTY
	3	MINIMUM PASS GPA 2.0	BELOW GPA 2.0 OR NON-SUBMISSION	DEFER	REPEAT VISUAL CULTURE AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF VISUAL CULTURE.

2ND EXAM SESSION	1	MINIMUM PASS GPA 2.0	MINIMUM PASS GPA 2.0	PASS	AWARD DEGREE - DROP ONE HONOURS GRADE
	2	EXEMPTION	MINIMUM PASS GPA 2.0	PASS	AWARD DEGREE - DROP ONE HONOURS GRADE
	3	EXEMPTION	BELOW GPA 2.0 OR NON-SUBMISSION	DEFER	REPEAT VISUAL CULTURE YEAR AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF VISUAL CULTURE.

<b>3<sup>R</sup> D E XAM SESSION</b>	1	EXEMPTION	MINIMUM PASS GPA 2.0	PASS	AWARD DEGREE - PASS ONLY.
	2	EXEMPTION	BELOW GPA 2.0 OR NON-SUBMISSION	DEFER	REPEAT VISUAL CULTURE YEAR AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF VISUAL CULTURE.
<b>4<sup>TH</sup> EXAM SESSION</b>	1	EXEMPTION	MINIMUM PASS GPA 2.0	PASS	AWARD DEGREE - PASS ONLY.
	2	EXEMPTION	BELOW GPA 2.0 OR NON-SUBMISSION	DEFER	REPEAT ENTIRE YEAR AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEADS OF FACULTIES.

STUDENTS MUST OBTAIN 60 CREDITS TO COMPLETE EXAMINATION

AT THE END OF THE 4<sup>TH</sup> ATTEMPT, OR NON-SUBMISSION OF THESIS AS THE CASE MAY BE, EXEMPTIONS ARE NO LONGER VALID.

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**4TH YEAR OF STUDY - JOINT COURSE DEGREES**

**16. PROGRESSION - TABLES**

<b>1<sup>ST</sup> E XAM SESSION</b>	<b>CATEGORY</b>	<b>TOTAL FOR YEAR 100%</b>		<b>RESULT FOR YEAR</b>	<b>RECOMMENDATION FOLLOWING SUMMER EXAMS</b>
		<b>STUDIO 50%</b>	<b>VISUAL CULTURE 50%</b>		
	1	MINIMUM PASS GPA 2.0	MINIMUM PASS GPA 2.0	PASS	AWARD DEGREE
	2	MINIMUM PASS GPA 2.0	BELOW GPA 2.0 OR NON-SUBMISSION	DEFER	REPEAT VISUAL CULTURE YEAR AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF VISUAL CULTURE. STUDIO EXEMPTION TO BE NOTED.
	3	BELOW GPA 2.0 OR NON-SUBMISSION	MINIMUM PASS GPA 2.0	DEFER	REPEAT STUDIO YEAR AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF FACULTY. VISUAL CULTURE EXEMPTION TO BE NOTED.

	4	BELOW GPA 2.0	FAIL	FAIL	REPEAT YEAR AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEADS OF FACULTIES.
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<b>2ND EXAM SESSION</b>	1	MINIMUM PASS GPA 2.0	MINIMUM PASS GPA 2.0	PASS	AWARD DEGREE - DROP ONE GRADE
	2	EXEMPTION	MINIMUM PASS GPA 2.0	PASS	AWARD DEGREE - DROP ONE GRADE
	3	MINIMUM PASS GPA 2.0	EXEMPTION	PASS	AWARD DEGREE - DROP ONE GRADE
	4	EXEMPTION	BELOW GPA 2.0 OR NON-SUBMISSION	DEFER	REPEAT VISUAL CULTURE YEAR AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF VISUAL CULTURE. STUDIO EXEMPTION TO BE NOTED.
	5	BELOW GPA 2.0 OR NON-SUBMISSION	EXEMPTION	DEFER	REPEAT STUDIO YEAR AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF FACULTY. VISUAL CULTURE EXEMPTION TO BE NOTED.
<b>3<sup>R</sup> D E XAM SESSION</b>	1	EXEMPTION	MINIMUM PASS GPA 2.0	PASS	AWARD DEGREE - PASS ONLY.
	2	MINIMUM PASS GPA 2.0	EXEMPTION	PASS	AWARD DEGREE - PASS ONLY.
	3	EXEMPTION	BELOW GPA 2.0 OR NON-SUBMISSION	DEFER	REPEAT VISUAL CULTURE YEAR AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF VISUAL CULTURE. STUDIO EXEMPTION TO BE NOTED.
	4	BELOW GPA 2.0 OR NON-SUBMISSION	EXEMPTION	DEFER	REPEAT STUDIO YEAR AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF FACULTY. VISUAL CULTURE EXEMPTION TO BE NOTED.
<b>4<sup>T</sup> H E XAM SESSION</b>	1	EXEMPTION	MINIMUM PASS GPA 2.0	PASS	AWARD DEGREE - PASS ONLY.
	2	MINIMUM GPA 2.0	EXEMPTION	PASS	AWARD DEGREE - PASS ONLY.
	3	EXEMPTION	BELOW GPA 2.0 OR NON-SUBMISSION	DEFER	REPEAT ENTIRE YEAR AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEADS OF FACULTIES. EXEMPTION CEASES TO BE VALID.
	4	BELOW GPA 2.0 OR NON-SUBMISSION	EXEMPTION	DEFER	REPEAT ENTIRE YEAR AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEADS OF FACULTIES. EXEMPTION CEASES TO BE VALID.



**STUDENTS MUST OBTAIN 60 CREDITS TO COMPLETE EXAMINATION**

YEAR 2 + 3 – BA (HONS) IN ART AND DESIGN EDUCATION

16. PROGRESSION TABLES

CATEGORY	RESULTS	RESULT FOR YEAR	RECOMMENDATION FOLLOWING SUMMER EXAMS	AUTUMN DEFERRAL RESULT	RECOMMENDATION FOLLOWING AUTUMN EXAMS
1	PASS ALL 4 SUBJECTS	PASS	PROGRESS	-	-
2	PASS 3 SUBJECTS INCLUDING STUDIO PRACTICE AND CLASSROOM PRACTICE	DEFER	REPEAT SUBJECT AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY. EXEMPTIONS WILL BE NOTED	MIN. 2.0 GPA	PROGRESS
3				BELOW 2.0 GPA	REPEAT SUBJECT AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF FACULTY. EXEMPTIONS TO BE NOTED.
	PASS 3 SUBJECTS EXCLUDING STUDIO PRACTICE	FAIL/DEFER	REPEAT SUBJECT OR FULL YEAR AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY.	-	-
4	PASS 3 SUBJECTS EXCLUDING CLASSROOM PRACTICE	DEFER	REPEAT SUBJECT OR FULL YEAR AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY. EXEMPTIONS WILL BE NOTED	-	-
5	PASS 2 SUBJECTS INCLUDING STUDIO PRACTICE AND CLASSROOM PRACTICE	FAIL/DEFER	REPEAT SUBJECTS AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY.	MIN GPA 2.0 IN 2 SUBJECTS	PROGRESS
				MIN 2.0 GPA IN 1 SUBJECT AND BELOW 2.0 GPA IN OTHER SUBJECT	ON THE RECOMMENDATION OF THE HEAD OF FACULTY, THE EXAM BOARD MAY FAIL OR AWARD A PASS; OR ALLOW A REPEAT OF ONE SUBJECT OR OF A FULL YEAR
				BELOW 2.0 GPA	ON THE RECOMMENDATION OF HEAD OF FACULTY, THE EXAM BOARD MAY ALLOW A REPEAT YEAR OR WITHDRAWAL FROM THE COLLEGE
6	PASS 2 SUBJECTS EXCLUDING CLASSROOM PRACTICE AND/OR STUDIO PRACTICE	FAIL	REPEAT OF FULL YEAR AT DISCRETION OF THE EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY.	-	-

7	PASS LESS THAN 2 SUBJECTS	FAIL	ON RECOMMENDATION OF HEAD OF FACULTY THE EXAM BOARD MAY ALLOW A REPEAT OF FULL YEAR OR WITHDRAWAL FROM COLLEGE.	-	-
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NOTE 1: THERE IS NO REPEAT CLASSROOM PRACTICE FOR EXAM BOARD 4

NOTE 2: FOR WEIGHTING SEE APPENDIX 2.

**STUDENTS MUST OBTAIN 60 CREDITS TO COMPLETE EXAMINATION**

**YEAR 4 – BA (HONS) IN ART AND DESIGN EDUCATION**

**16. PROGRESSION TABLES**

CATEGORY	RESULTS	RESULT FOR YEAR	RECOMMENDATION FOLLOWING SUMMER EXAMS	AUTUMN DEFERRAL RESULT	RECOMMENDATION FOLLOWING AUTUMN EXAMS
1	PASS ALL 4 SUBJECTS	PASS	AWARD DEGREE	-	-
2	PASS 3 SUBJECTS INCLUDING STUDIO PRACTICE AND CLASSROOM PRACTICE	DEFER	REPEAT SUBJECT AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY. EXEMPTIONS WILL BE NOTED	MIN. GPA 2.0	AWARD DEGREE
3	PASS 3 SUBJECTS EXCLUDING STUDIO PRACTICE	FAIL/DEFER	REPEAT SUBJECT OR FULL YEAR AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY.	-	-
4	PASS 3 SUBJECTS INCLUDING STUDIO PRACTICE AND CLASSROOM PRACTICE	DEFER	REPEAT SUBJECT AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY. EXEMPTIONS WILL BE NOTED.	BELOW GPA 2.0	REPEAT SUBJECT AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF FACULTY. EXEMPTIONS TO BE NOTED.

**SPECIAL REGULATIONS IN RELATION TO THE CLASS OF AWARD EXIST FOR THIS DEGREE:**

**CLASSROOM PRACTICE MARKS**

CANDIDATES MUST ATTAIN A MINIMUM OF 2.50 TO BE ELIGIBLE FOR A H2.1, H2.2 OR H2.3.

CANDIDATES MUST ATTAIN A MINIMUM 3.00 TO BE ELIGIBLE FOR A H1

STUDENTS MUST GET 60 CREDITS IN YEAR 4 TO COMPLETE.

PROFESSIONAL DIPLOMA IN ART & DESIGN EDUCATION

16. PROGRESSION - TABLES

CATEGORY	RESULTS	RESULT FOR YEAR	RECOMMENDATION FOLLOWING SUMMER EXAMS	AUTUMN DEFERRAL RESULT	RECOMMENDATION FOLLOWING AUTUMN EXAMS
1	PASS ALL 3 SUBJECTS	PASS	AWARD DIPLOMA	-	-
2	PASS 2 SUBJECTS EXCLUDING EDUCATION STUDIES	DEFER	REPEAT EDUCATION STUDIES AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY. EXEMPTIONS TO BE NOTED	BELOW GPA 40%	REPEAT EDUCATION STUDIES AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF FACULTY. EXEMPTIONS TO BE NOTED
3	PASS 2 SUBJECTS EXCLUDING VISUAL ARTS OR OR CLASSROOM PRACTICE	FAIL	REPEAT SUBJECT AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY. EXEMPTIONS WILL BE NOTED.	BELOW GPA 2.0	REPEAT EDUCATION STUDIES AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF FACULTY. EXEMPTIONS TO BE NOTED

**SPECIAL REGULATIONS IN RELATION TO THE CLASS OF AWARD EXIST FOR THIS DIPLOMA:**

**CLASSROOM PRACTICE MARKS**

CANDIDATES MUST ATTAIN A MINIMUM OF 2.50 TO BE ELIGIBLE FOR A H2.1, H2.2 OR H3.

CANDIDATES MUST ATTAIN A MINIMUM 3.00 TO BE ELIGIBLE FOR A H1

STUDENTS MUST GET 60 CREDITS TO COMPLETE.

**DIPLOMA IN TEACHING THROUGH IRISH (ART)**

**PROGRESSION - TABLE OF REGULATIONS**

CATEGORY	RESULTS	RESULT FOR YEAR	RECOMMENDATION FOLLOWING EXAMS	DEFERRAL RESULT	RECOMMENDATION FOLLOWING EXAMS
1	PASS ALL 4 MODULES	PASS	AWARD DIPLOMA	-	-
2	PASS 3 MODULES	DEFER	REPEAT FAILED MODULES AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF FACULTY.	MIN. 40% FAIL	AWARD DIPLOMA  REPEAT MODULES THE FOLLOWING YEAR AT THE DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY
3	PASS 2 MODULES	DEFER	REPEAT MODULES THE FOLLOWING YEAR AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY.	-	-
4	PASS LESS THAN 2 MODULES	FAIL	REPEAT FULL YEAR AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY OR WITHDRAW FROM COLLEGE.	-	-

STUDENTS MUST ATTAIN 60 CREDITS TO COMPLETE.

**DIPLOMA IN ART & DESIGN**

**NUI CERTIFICATE IN DRAWING AND VISUAL INVESTIGATION**

**NUI CERTIFICATE IN PHOTOGRAPHY AND DIGITAL IMAGING NUI**

**CERTIFICATE IN VISUAL ARTS PRACTICE (AUDIT/CREDIT)**

**PROGRESSION TABLES**

CATEGORY	RESULTS	RESULT FOR YEAR	RECOMMENDATION FOLLOWING SUMMER EXAMS	AUTUMN DEFERRAL RESULT	RECOMMENDATION FOLLOWING AUTUMN EXAMS
1	PASS ALL ASSIGNMENT PROJECTS	PASS	AWARD CERTIFICATE	-	-
2	PASS 2 ASSIGNMENTS EXCLUDING VISUAL CULTURE	DEFER	REPEAT VISUAL CULTURE ASSIGNMENT AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF FACULTY.	MIN. PASS 40% FAIL	AWARD CERTIFICATE REPEAT AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF FACULTY
3	PASS 2 ASSIGNMENTS EXCLUDING FINAL PROJECT	DEFER	REPEAT PROJECT ASSIGNMENT AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY.	MIN. PASS 40% FAIL	AWARD CERTIFICATE REPEAT AT DISCRETION OF EXAM BOARD ON RECOMMENDATION OF HEAD OF FACULTY
4	PASS LESS THAN 2	FAIL	REPEAT FULL YEAR AT DISCRETION OF EXAM BOARD ON THE RECOMMENDATION OF HEAD OF FACULTY.	-	-

STUDENTS MUST ATTAIN 20 CREDITS TO COMPLETE CERTIFICATE COURSES.

STUDENTS MUST ATTAIN 60 CREDITS TO COMPLETE THE DIPLOMA

EACH AUDIT/CREDIT MODULE CARRIES 5 ECTS CREDITS AND STUDENTS WHO ACHIEVE THE COURSE OUTCOMES CAN ACCUMULATE CREDITS TOWARDS A CERTIFICATE. COMPLETION OF 4 MODULES OVER A THREE-YEAR PERIOD WILL RESULT IN STUDENTS BEING AWARDED A CERTIFICATE IN VISUAL ARTS PRACTICE (20 CREDITS).

THE AUDIT/CREDIT MODULES ARE DIVIDED INTO 4 CATEGORIES. STUDENTS INTERESTED IN PROGRESSING TOWARD A CERTIFICATE SHOULD CHOOSE ONE COURSE FROM EACH CATEGORY: DRAWING AND VISUAL RESEARCH (AC01, AC02, AC03)

MATERIALS AND MEDIA (AC04, AC05, AC06, AC E) DISCIPLINE EXPERIENCE (AC07, AC08, AC09, AC10, AC11, AC12)

VISUAL CULTURE (ACVC)

## POSTGRADUATE PROGRAMMES

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Academic Council has approved the following proposals in respect of the titles of Masters Programmes:

- (i) An award of MLitt will be made for all “research and thesis” degrees.
- (ii) An award of Masters will be made for degrees which are taught (all Faculties) and for practice-based research degrees, except for those offered by the Fine Art Faculty.
- (iii) In the Faculty of Fine Art, a Master of Fine Arts (MFA) will be awarded for practice based research degrees.

### Stage 1

(a) An "Annual Progress Report" form must be completed in respect of each research (non-taught) Masters student. The form must be completed by the supervisor(s), signed by the student and submitted to the Head of Academic Affairs at least 48 hours prior to the relevant Examination Board meeting. Progress must be deemed to be satisfactory before a student may proceed to the final award stage. All recommendations and conditions must be endorsed by the relevant Head of Faculty/Department.

(b)

### Stage 2 (Final Award)

1 (a) In early March, the Examinations Office will send a list to the Head of each Faculty/Department, listing the research students who are due to make final submissions this year. The Head is required to indicate the completion date for each student and return the list by 10 March 2014.

1 (b) Where a final year Masters or PhD student is not subsequently ready to submit for final assessment, then the Head of Faculty/Department must notify the Head of Academic Affairs in writing by the following pull out dates:

- 1 May for June Exam Board
- 1 August for September Exam Board
- 1 December for January Exam Board

1(c) It is necessary for research Masters students and PhD students to indicate their intention to submit at least 3 months in advance with the formal agreement of their supervisors. This gives adequate time to all the necessary external examiners to be put in place and to organise the examination process.

2 Masters thesis candidates who do not present in June for final award and who have completed their thesis may submit it up to 1st October, but will not be presented for examination until Exam Board 5.



- 4 **Other thesis candidates and studio-based candidates who do not present in June for final award must register for another year and pay the appropriate fee.**
  
- 5 Should the candidate not complete the degree within five years of admission to the Masters' Register, registration will lapse. If the candidate wishes subsequently to present for the degree, application for re-registration will be mandatory.
  
- 6 Completed Award Forms "Examination Report in the Award of a Higher Degree" must arrive in the Examinations Office duly signed by all Examiners by noon on the day preceding the Examination Board meeting, unless otherwise agreed with the Head of Academic Affairs.

**Transfers between Master and Doctoral Programmes**

Any candidate wishing to transfer from the Masters' Register to the Doctoral Register should **make formal application to the Head of Academic Affairs, who in turn will submit the application with appropriate supporting documentation to the National University of Ireland for consideration.** Such applications should normally be made not earlier than one year after admission to the Masters' Register and not later than one year before the expected date of completion of the proposed Doctoral programme.

**I. PhD & Masters (Mode A) – Research & Thesis / Practice-based Research (i.e. MA Design, MFA, MLitt Education**

Year	Category	Result for Year	Recommendation following Examination Board
1	<b>1</b>	(Progress) <b>Satisfactory</b>	Progress to Year 2
1	<b>2</b>	(Progress) <b>Not Satisfactory</b>	Withdraw <i>or</i> Complete set work off register & re-apply
2	<b>1</b>	<b>Satisfactory</b>	Progress to Year 3
2	<b>2</b>	(Progress) <b>Not Satisfactory</b>	Withdraw <i>or</i> Complete set work off register & re-apply
2 – 3 Masters 3 – 6 PhD	<b>3</b>	Thesis or Project submitted	<b>Recommended</b> (for award of higher degree) : a) with no conditions b) with minor corrections c) subject to inclusion of revisions Re-registration may be required
2 - 3 Masters 3 - 6 PhD	<b>4</b>	Thesis or Project submitted	Award <b>not recommended</b> but re-submission of a revised thesis or project to be permitted subject to – a) undertaking additional research b) oral re-examination  Re-registration will be required
2 – 3 Masters 3 – 6 PhD	<b>5</b>	Thesis or Project submitted	Award <b>not recommended</b> . No further submission recommended.
3 Masters 6 PhD	<b>6</b>	Not ready to submit for examination	Re-register with conditions or withdraw.
3 – 6 PhD	<b>7</b>	Thesis or Project submitted	Final submission rejected but with a recommendation that the candidate offers the thesis/project for a lower award.

*Notes: The normal duration of the MFA is 2 academic sessions. The normal duration of other Mode A masters degrees is 2-3 academic sessions. The minimum period of full-time study for the award of a masters' degree is at least the equivalent of one year full-time from the date of first registration. The maximum time allowed is 5 years from the date of first registration.*

*The minimum duration of a PhD programme is 3 academic sessions and the maximum period by which the degree must be completed is 6 years from the date of acceptance.*



**II. Master of Arts (Mode B) - Art in the Contemporary World  
& Design History and Material Culture**

Year	Category	Result for Year	Recommendation following Exam Board
1 (full-time)	<b>1</b>	Pass all elements	Award degree
1 (full-time)	<b>2</b>	Exemptions Granted	Complete o/s elements. Reregistration required.
1 (full-time)	<b>3</b>	Pass exc. Dissertation	Award diploma
1 (full-time)	<b>4</b>	Defer/Fail	Repeat year or withdraw
1 (part-time)	<b>1</b>	Pass	Progress to Year 2
1 (part-time)	<b>2</b>	Exemptions Granted	Complete o/s elements. Reregistration required.
1 (part-time)	<b>3</b>	Pass exc. Dissertation	Award diploma
1 (part-time)	<b>4</b>	Defer/Fail	Repeat year or withdraw
2 (part-time)	<b>1</b>	Pass all elements	Award degree
2 (part-time)	<b>2</b>	Exemptions Granted	Complete o/s elements. Reregistration required.
2 (part-time)	<b>3</b>	Pass exc. Dissertation	Award diploma
2 (part-time)	<b>4</b>	Defer/Fail	Repeat year or withdraw

*Note: These programmes are taken over one calendar year (full-time) or two calendar years (part-time) are tabled at EB5.*

*Results*

*Total credits: Degree 90. Diploma 60.*

**III. MA in Visual Arts Education**

Year	Category	Result for Year	Recommendation following Exam. Board
1	<b>1</b>	Pass	Progress to Year 2
1	<b>2</b>	Defer/Fail	Repeat Year 1 or withdraw
2	<b>1</b>	Pass	Award Degree
2	<b>2</b>	Defer/Fail	Repeat Year 2 or withdraw

*Note: This is a taught Masters programme with a significant research element. This is an honours degree awarded without grade classification. Total credits: 90*

**III. Master of Arts (Mode B) – Art in the Digital World**

Year	Category	Result for Year	Recommendation following Exam. Board
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1	<b>1</b>	Pass	Progress to Year 2
1	<b>2</b>	Defer/Fail	Repeat Year 1 or withdraw
2	<b>1</b>	Awarded	Award Degree
2	<b>2</b>	Defer/Fail	Repeat Year 2 or withdraw

*Note: This is an honours degree awarded without grade classification.  
Total credits: 120*

## **VI. Master of Science (Mode B) – Medical Device Design**

This is a one year course awarded without classification.  
Total Credits – 90 Diploma – 60

Students present to Examination Board 4 and may either Pass/Fail or be deferred to Examination Board 5 by decision of the Examination Board on the recommendation of the Head of Faculty.

## APPENDIX 1

### Composition of Examination Boards

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1. Director
2. Head of Academic Affairs
3. Head of School of Design
4. Head of School of Education
5. Head of School of Fine Art
6. Head of School of Visual Culture
7. Head of Department of 1st Year Studies
8. Head of Department of Design for Body and the Environment
9. Head of Department of Industrial Design / Product Design
10. Head of Department of Visual Communication
11. Head of Department of Fine Print
12. Head of Department of Media
13. Head of Department of Painting
14. Head of Department of Sculpture
15. Head of Department of Applied Material Cultures
16. Head of Continuing Education in Art and Design
17. Director of Assessment – University College Dublin

Note 1: All of the above constitute the regular Examination Boards and are required to attend through all the meetings. The quorum shall be two-thirds of the filled posts.

Note 2: In addition to the above, College staff who exercise an examination function shall be deemed to be internal examiners and should attend the Examination Boards for their relevant section.

## APPENDIX II

### Examination Grades-Degree Programmes

The following grades will apply to examinations:

<b>Classification</b>	<b>NUI Marking Bands %</b>	<b>NUI Marking Bands GPA</b>
1st Class Honours	70-100	3.4 – 4.0
2nd Class Honours, Grade 1	60-69	3.0 – 3.344

2nd Class Honours, Grade 2	50-59	2.8 – 2.944
3rd Class Honours	45-49	2.5 – 2.74
Pass	40-44	2.0 – 2.44
Fail	0-39	0 – 1.94

Note 1: In the case of deferred or repeat candidates, see Section 11.2.3. and 11.2.4. on page 16 for the maximum grade of award.

### APPENDIX III

**COLÁISTE NÁISIÚNTA EALAÍNE IS DEARTHÁ**  
**NATIONAL COLLEGE OF ART AND DESIGN**  
**A Recognised College of University College Dublin**

#### PROCEDURES FOR WRITTEN EXAMINATIONS

##### CONDUCT OF EXAMINEES

1. Students are responsible for familiarising themselves with the days and times of the particular examinations for which they must sit.
2. Students are required to arrive in the Examination Hall at least 20 minutes before the starting time, unless otherwise instructed.
3. Students must bring their Examination Number Card with them and check in with the Invigilator, who will enter their time of arrival on the check-in sheet.
4. No student will be admitted to the examination who arrives more than 30 minutes after the examination in a particular paper has commenced. In the event of a student who arrives late (within 30 minutes of the starting time) being permitted to sit the examination, no extension of time will be permitted to the time allotted for the paper concerned.
5. Students may not write anything on their answer books, apart from their Examination No. (and/or name) as directed, before the starting time is announced by the Invigilator.
6. No student will be authorised to leave the Examination Hall until the expiration of 1 hour from the time the examination began.
7. A candidate who leaves the hall during any period of examination shall not be re-admitted during the examination of a particular paper.



In exceptional circumstances (e.g. if a student is taken ill) he or she may be permitted to leave the hall and be re-admitted provided he or she has been in the care of a person approved by the Head of Academic Affairs during the entire period of absence. In these circumstances, the student's answer book and question paper must be handed to the Invigilator on leaving the hall, and the time lost may be made up at the end of the examination period up to a maximum of 30 minutes.

8. A student who leaves the hall before the expiration of an examination must surrender his/her Examination Paper and the answer book(s) to the Invigilator.
9. A student must not bring into the hall, or have in their possession, or within his/her reach, any books, papers, memoranda or notes, unless permission is given in advance.

Cont'd/...

10. Pens/pencils must be provided by the student.
11. Answer books will be provided by the College.
12. A student must not aid, or attempt to aid another candidate, or obtain, or attempt to obtain aid from another candidate.
13. A student must not communicate, or attempt to communicate, in any way, with another candidate.
14. A student must occupy the place assigned to him or her by the Invigilator.
15. If a student wishes to speak to the Invigilator during the examination, he/she should attract the Invigilator's attention by raising his/her hand.
16. Students must enter either their given Examination Number, or their name, as directed, on their answer books.
17. Answer books must be handed to the Invigilator in their entirety at the conclusion of the examination. Answer books, used or unused must not be taken out of the Examination Hall.
18. A student who completes the paper during the last ten minutes of the examination must remain in his/her seat until the end of the examination.
19. All students must remain in their places until the Invigilator has collected their answer books, which should be placed in the envelope provided for each student. The Examination No. only should be written on the outside of the envelope (on the top right hand side).
20. Students must obey the directions of the Invigilator.

21. A student may be expelled from the Examination Hall if his/her behaviour is such as to jeopardise the successful conduct of the examination.

## INVIGILATION

1. The Invigilator will be appointed by the Head of Academic Affairs, and will not normally be a member of staff of the Department concerned in the examination.
2. The Invigilator must arrive in the Examination Hall at least 30 minutes before the start of the examination, and satisfy himself/herself that the arrangements with regard to desks, etc. are in order.
3. If a large number of students are sitting the examination, the Invigilator should be instructed to arrive earlier, in order to have sufficient time to check each student in.
4. The Invigilator will be issued with a list of students sitting the examination, with their examination number, and is responsible for checking in each student. He/she must also enter their time of departure from the Examination Hall on the check-in sheet. This sheet must be returned to the Examinations Office after the examination.
5. The Invigilator will take charge of the distribution of the Examination (Question) Paper and answer books before the start of the examination.

Answer books should be distributed to each candidate before the starting time. The Invigilator must direct the students to enter their Examination No. or their name (as required for the particular examination) on their answer books. Students must not be permitted to write anything else on the answer books before the starting time.

Additional answer books may be distributed to students as required.

The Examination Paper should be placed face down on each desk just prior to the starting time, and students should be instructed to turn the paper over only at the set starting time of the examination.

6. The Invigilator will announce the starting time of the examination, and will also inform the students when only ten minutes of the allotted time remain. He/she will instruct the students to stop writing at the end of the allotted time.
7. The Invigilator, having checked that each student has entered their Examination No. on each of their answer sheets, will collect each student's envelope of answer sheets from the students (at their desks) at the end of the examination. Each student should have placed **ALL** their answer sheets in the envelope provided, sealed the envelope, and written their Examination No. on the outside. For some examinations, students will be asked to write their name as well as their Examination No. on both the answer sheets and envelope.
8. The Invigilator will place the answer books in the large envelope provided by the Examinations Office and seal it. The Invigilator is responsible for handing this envelope to the Head of Academic Affairs or the person designated by him/her.

9. The Invigilator is responsible for ensuring that the correct timetable set for the examination is adhered to.
10. The Invigilator is required to familiarise himself/herself with the Examination Regulations and is responsible for ensuring that students conduct themselves according to the Regulations. He/she should read these Regulations to the students before the start of the first examination for each group.

## APPENDIX IV

Faculty of Education

2013 / 2014

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### CREDIT WEIGHTING AND ACADEMIC WEIGHTING

#### BA (Hons) in Art and Design Education

##### YEAR TWO

Studio Practice	30%	18 credits	300 marks	9 weeks	45 days	360 learning hrs
Classroom Practice	40%	24 credits	400 marks	12 weeks	60 days	480 learning hrs
Education Studies	20%	12 credits	200 marks	6 weeks	30 days	240 learning hrs
Visual Culture	10%	6 credits	100 marks	3 weeks	15 days	120 learning hrs
<b>Total</b>	<b>100%</b>	<b>60 credits</b>	<b>1000 marks</b>	<b>30 weeks</b>	<b>150 days</b>	<b>1200 learning hrs</b>

##### YEAR THREE

Studio Practice	35%	21 credits	350 marks	10.5 weeks	52.5 days	420 learning hrs
Classroom Practice	40%	24 credits	400 marks	12 weeks	60 days	480 learning hrs
Education Studies	15%	9 credits	150 marks	4.5 weeks	22.5 days	180 learning hrs
Visual Culture	10%	6 credits	100 marks	3 weeks	15 days	120 learning hrs
<b>Total</b>	<b>100%</b>	<b>60 credits</b>	<b>1000 marks</b>	<b>30 weeks</b>	<b>150 days</b>	<b>1200 learning hrs</b>

##### YEAR FOUR

Studio Practice	30%	18 credits	300 marks	9 weeks	45 days	360 learning hrs
Classroom Practice	45%	27 credits	450 marks	12.5 weeks	67.5 days	540 learning hrs
Education Studies	15%	9 credits	150 marks	4.5 weeks	22.5 days	180 learning hrs
Visual Culture	10%	6 credits	100 marks	3 weeks	15 days	120 learning hrs
<b>Total</b>	<b>100%</b>	<b>60 credits</b>	<b>1000 marks</b>	<b>30 weeks</b>	<b>150 days</b>	<b>1200 learning hrs</b>

## Professional Diploma in Art and Design Education

Classroom Practice	50%	30 credits	500 marks	15 weeks	75 days	600 learning hrs
Visual Arts	30%	18 credits	300 marks	9 weeks	45 days	360 learning hrs
Education Studies	20%	12 credits	200 marks	6 weeks	30 days	240 learning hrs

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<b>Total</b>	<b>100%</b>	<b>60 credits</b>	<b>1000 marks</b>	<b>30 weeks</b>	<b>150 days</b>	<b>1200 learning hrs</b>
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Appendix V

<p><b>OVERVIEW OF UNIVERSITY PROGRAMMES</b>  <b>(i.e. Certificate, Diploma / Degree / Postgraduate Diploma / MA &amp; PhD) at</b>  <b>NCAD which are monitored by NUI and UCD Intern and Extern Examiners</b>  <b>2012 - 2013</b></p>
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### Undergraduate University Programmes

UNDERGRADUATE Programmes	Yr.1	Yr. 2	Yr. 3	Yr. 4	NCAD Course Leader	Extern Examining Arrangements as agreed with NCAD	
						Extern Name	No. of Days
First Year Studies			--	--	Theresa McKenna	N/A	
Ceramics, Glass & Metals	--				Alex Milton	Stephen Bottomley Dr. Steve Brown	3
Fashion	--				Alex Milton Dr Helen McAllister	Leslie Holden	3
Textiles: Embroidery Print	--				Alex Milton Dr Helen McAllister	Claire Johnston	3 / 4
Visual Communication	--				Alex Milton Dr.Conor Clarke	Andrew Foster	2
Industrial Design					Alex Milton Sam Russell	Paul Rodgers	2
Education					Dr. Gary Granville	Jeff Adams	3

Fine Art					Philip Napier	Sam Jury M	2
Media	--				Anthony Hobbs	Alexis Harding Pa	3
Painting	--				Robert Armstrong	Timo Lehtonen Fine	3
Print	--				Mike Birtchnell	Print	3
Sculpture	--				Dr. Kevin Atherton	Sam Ainsley S	3
Visual Culture	--				Prof. Jessica Hemmings	Dr. Jonathan Vickery	3
							3

### Postgraduate University Programmes

						Extern Examining Arrangements as agreed with NCAD	
POSTGRADUATE Programmes	Yr. 1	Yr 2	Yr 3		NCAD Course Leader	Extern name	No. of days
Diploma i dTeagasc tri Ghaeilge (Ealain)					Dr. Gary Granville	Padraig O Liathain	
Professional Diploma in Art and Design Education		--	--	--	Dr. Gary Granville	Glen Coutts	3
MA in Visual Arts Education						Richard Hickman	?
MA Art in the Digital World			--	--	Anthony Hobbs	Jeremy Welsh	2
MA in Design History and Material Culture		-	--	--	Prof. Jessica Hemmings	Prof. Louise Purbrick	2
M.Litt and Phd in Education			--	--	Dr. Gary Granville	Dr Ted Fleming	2/3
MA Art in the Comtemporary world					Jessica Hemmings Anthony Hobbs Robert Armstrong	Vivian Rehberg	2
Design MA – Studio Based Study Ceramics, Glass, and Metals			--		Alex Milton	Dr. Steve Brown	
Fashion			--			Leslie Holden	
Industrial Design			--			Neil Deloughrey	
MSc.			--			Paul Rogers	

Visual Communication						Andrew Foster	
MFA Media Painting Print Sculpture					Philip Napier	Sam Jury M Alexis Harding Pa Timo Lehtonen Fine Print Sam Ainsley S	Incl. elsewhere

**National College of Art and Design  
Coláiste Náisiúnta Ealaíne is Deartha  
A Recognised College of University College Dublin APPENDIX VI**

GRADE DESCRIPTORS TO BE USED IN CONJUNCTION WITH THE NUI REVISED MARKING BANDS

GRADE	MARK	DESCRIPTOR
1 <sup>st</sup> Class Honours	90-100%  GPA 3.8 – 4.0	<p><b><u>Supreme</u> performance and commitment, engaging profoundly, systematically and comprehensively with the subject brilliantly demonstrating:</b></p> <p>A superlative mastery of the subject, with the highest level of ideas development and resolved outcomes, richly supported by a portfolio/ submission, reflecting a deep and broad knowledge and understanding of the work within the context of contemporary practice.</p> <p>An outstanding ability to organise, analyse and express their concepts in an original, sophisticated and discriminating manner.</p> <p>An optimal capacity for critical analysis and problem solving.</p> <p>The display of rare penetrative insight, originality and creativity.</p> <p>The display of rare, creative and innovative use of appropriate making skills.</p> <p>Superlative studentship and self-management.</p>

1 <sup>st</sup> Class Honours	80-89%  GPA 3.6 – 3.78	<p><b>Exceptional performance and commitment engaging deeply and systematically with the subject, with consistently impressive demonstration of:</b></p> <p>A comprehensive mastery of the subject, with exceptional development of ideas and resolved outcomes, amply supported by a portfolio/submission reflecting a wide knowledge and understanding of the work within the context of contemporary practice.</p> <p>Reflecting a deep and a broad knowledge and critical insight as well as extensive visual research.</p> <p>An exceptional ability to organise, analyse and present concepts fluently and lucidly with a high degree of critical analysis.</p> <p>A highly developed capacity for problem solving and for original, creative and logical thinking leading to the production of a body of exceptional work.</p> <p style="padding-left: 40px;">The display of highly developed and appropriate making skills.</p> <p style="padding-left: 40px;">Exceptional studentship and self-management.</p>
1 <sup>st</sup> Class Honours	70-79%  GPA 3.4 – 3.58	<p><b>A <u>highly superior</u> performance and commitment, engaging closely and systematically with the subject with consistently strong evidence of:</b></p> <p>A comprehensive mastery of the subject, with a high degree of development of ideas and resolved outcomes, amply supported by a portfolio/submission reflecting a wide knowledge and understanding of the work within the context of contemporary practice.</p> <p>Excellent ability to organise, analyse and express concepts fluently and lucidly with a high level of critical analysis.</p> <p>A highly developed capacity for problem solving and for original creative and logical thinking leading to the production of a body of superior work.</p> <p style="padding-left: 40px;">The display of highly developed and appropriate making skills.</p> <p style="padding-left: 40px;">Excellent studentship and self-management.</p>

GRADE	MARK	DESCRIPTOR
2 <sup>nd</sup> Class Honours Grade 1	60-69%  GPA 3.0 – 3.34	<p><b><u>Excellent</u> performance and commitment together with good development of ideas and resolved outcomes, well supported by a portfolio submission reflecting a good knowledge and understanding of the work within the context of contemporary practice</b></p> <p>Well developed capacity to analyse issues, organise material and present concepts and material clearly and cogently.</p> <p>Excellent level of creative originality and a capacity for problem solving and thinking and making.</p> <p style="padding-left: 40px;">The display of well developed and appropriate making skills.</p> <p style="padding-left: 40px;">Good studentship and self-management.</p>

2 <sup>nd</sup> Class Honours, Grade 2	50-59%  GPA 2.8 – 2.94	<p><b><u>Good performance and commitment – intellectually competent work with evidence of reasonable familiarity with the relevant subject and techniques:</u></b></p> <p>Acceptable grasp of the subject and ability to develop ideas and progress to resolved outcomes, reflecting a reasonable knowledge and understanding of the work within the context of contemporary practice.</p> <p>Ideas stated rather than developed and insufficiently supported by portfolio/submission.</p> <p>Work of sufficient quality to convey a concept.</p> <p>Lack of fluency in part of the work and command of suitable vocabulary of form</p> <p>Omission of parts of the presentation or the appearance of several minor errors or flaws.</p> <p>Average critical awareness and analytical qualities.</p> <p>Limited evidence of capacity for problem solving and or original and logical thinking.</p> <p>The display of moderately developed and appropriate making skills. Good studentship and self-management.</p>
3 <sup>rd</sup> Class Honours,	45-49%  GPA 2.5 – 2.74	<p><b><u>Satisfactory performance and commitment – intellectually adequate work with evidence of some familiarity with the subject:</u></b></p> <p>Basic grasp of subject with acceptable development of ideas and resolved outcomes, but somewhat lacking in focus and structure.</p> <p>Some effort to engage, but only a basic understanding of a concept, supported by a weak and thin portfolio/submission.</p> <p>Only some critical awareness displayed.</p> <p>No evidence of relevant research in the portfolio/submission.</p> <p>Appearance of several minor errors or flaws or one major error or flaw. Lacking evidence of capacity for creative originality and logical thinking.</p> <p>Display of poorly developed appropriate making skills</p> <p>Acceptable studentship and self-management.</p>

GRADE	MARK	DESCRIPTOR
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Pass	40-44%  GPA 2.0 – 2.44	<p><u>Mediocre/barely acceptable</u> performance and commitment, only showing limited work and knowledge of the subject and a superficial awareness of relevant techniques. Displaying some of the following:</p> <p>Limited focus.  Limited level of ideas development and resolved outcomes.  Unclear presentation of work, rushed or random display, with some omissions or flaws.  Literal rather than innovative finished work.  A lack of detailed explanation or critical reflection in both work and portfolio/submission.  An incomplete or rushed body of work.  Derivative and lacking evidence of the capacity for creative originality.  An attempt to solve a moderately difficult problem related to the subject.  An attempt to solve a moderately difficult problem related to the subject.  A partially successful attempt to examine the subject in a critical and analytical manner.  A display of poorly developed and inappropriate making skills. Adequate level of studentship with weak attendance.</p>
Fail	35-39%  GPA 1.75 – 1.94	<p><b><u>Unacceptable performance and commitment with either:</u></b></p> <p>Insufficient understanding of the subject.  Insufficient work.  Insufficient portfolio/submission  Work that is irrelevant to the concept.  A display of some knowledge of material but with very serious omissions, errors or flaws and/or major inaccuracies included in the work.  The work incomplete for lack of time.  The display of unacceptable levels of making skills.  Limited understanding of the subject.  A random, badly planned, or rushed display of work or portfolio/submission.  Random and undisciplined development.</p> <p>Also –  Lack of clarity of thinking in work.  Poor attendance record.  Material of marginal relevance predominating</p>

Annual Progress Review Form for Year 1 of PhD

Student Name:	Supervisor(s):	Report Date:
Title of PhD Research Project:		

Development since commencement:

<p>Evaluation of progress:</p> <p>At the end of Year 1 of PhD research, the student is expected to:</p> <ul style="list-style-type: none"> <li>• have identified their area of research</li> <li>• have formulated a research question</li> <li>• have developed a clear theoretical and methodological framework for the research</li> <li>• demonstrate competency in framing the research orientation of their particular practice</li> <li>• review of literature (as appropriate).</li> </ul>
[append further sheets as necessary]

Archive content:

Recommendations: [tick as appropriate]	
• Research and progress satisfactory, continue	
• Research and/or progress not satisfactory, resubmit in 1 / 2 / 3 month(s) [delete as appropriate]	
• Research and/or progress not satisfactory, recommend transfer to lower register	
• Research and progress very unsatisfactory, discontinue	

Review Panel Signatures:

Annual Progress Review Form for Year 2 / 3/ -- of PhD [delete/insert as appropriate]		
Student Name:	Supervisor(s):	Report Date:
Title of PhD Research Project:		

Development since commencement:	
<p>Evaluation of progress:</p> <p>At the end of Years 2 &amp; 3 of PhD research, the student is expected to:</p> <ul style="list-style-type: none"> <li>• have a clearly defined area of research;</li> <li>• have described and made progress in utilising a clear and consistent theoretical and methodological framework for the research;</li> <li>• have made demonstrable progress in addressing the research question.</li> </ul>	
[append further sheets as necessary]	
Archive content:	
Recommendations: [tick as appropriate]	
• Research and progress satisfactory, continue	
• Research and/or progress not satisfactory, resubmit in 1 / 2 / 3 month(s) [delete as appropriate]	
• Research and/or progress not satisfactory, recommend transfer to lower register	
• Research and progress very unsatisfactory, discontinue	
Review Panel Signatures:	

**An Colaiste Naisiunta  
Ealaine is Deartha**

**The National College  
of Art and Design**

**Annual Progress Report**

Postgraduate

2013/2014

Session

**Section A:**  
(To be completed  
by the student)

**Name of Student**

**Student No.**

\_\_\_\_\_

Title of Thesis/Project

\_\_\_\_\_

Name of Supervisor

\_\_\_\_\_

Faculty/Department of

\_\_\_\_\_

Registered for the Degree of

\_\_\_\_\_

Proposed date of completion and submission of thesis/project

\_\_\_\_\_

Source of funding (give details of any grant, external support or sponsorship)

**Progress report by student** (maximum 300 words) – attach an A4 sheet if required.

Signed:

Date:

\_\_\_\_\_  
(student)

**Section B** **Progress Report on programme of research by Supervisor**  
(The Internal Supervisor is required to provide a critical review and appraisal of the report submitted by the student on the programme of research/study carried out to date and to indicate whether or not the student is making adequate progress. Details should be given of any publication, papers or presentations based on the research.)

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Recommendation

(Where progress has been reported to be unsatisfactory or inadequate to the extent that the student is unlikely to achieve the degree for which he/she has been registered, then the student will not be permitted to continue as a registered postgraduate student.)

I hereby certify that

---

has/has not (please circle as appropriate) maintained satisfactory progress during this academic year

---

Accordingly, it is/is not (please circle as appropriate) recommended that her/his registration for the award of the degree of

---

be renewed for the next academic year.

Section C

Further comments

The supervisor is asked to record, in the space below either details of any specific conditions attaching to a recommendation for continued registration or additional factors relating to any negative recommendation



Signed

Date

\_\_\_\_\_  
Supervisor

All recommendations and conditions stated above require the endorsement of the Head of Faculty/Department.

I concur with the recommendations and conditions stated in this report

Signed

Date

\_\_\_\_\_  
Head of Faculty/Department